



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING  
June 11, 2014

AGENDA  
6:00 PM

SOUTH BRANCH  
1901 RUSSELL STREET

The Board of Library Trustees may act on any item on this agenda.

## I. PRELIMINARY MATTERS

- A. **Call to Order**
- B. **Public Comments \***
- C. **Report from library employees and unions, discussion of staff issues**  
Comments / responses to reports and issues addressed in packet.
- D. **Report from Board of Library Trustees**

## II. PRESENTATION CALENDAR

- A. **Director Recruitment Update**

## III. CONSENT CALENDAR

*The Board will consider removal and addition of items to the Consent Calendar prior to voting on the Consent Calendar. All items remaining on the Consent Calendar will be approved in one motion.*

- A. **Approve minutes of May 20, 2014 Special Meeting**  
Recommendation: Approve the minutes of the May 20, 2014 special meeting of the Board of Library Trustees.
- B. **Amendment: Contract No. 9453, GNU Group**  
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9453 with GNU Group in an incremental amount of \$12,000 for the design, procurement and installation of signage services, and to extend the term of the contract from December 31, 2014 to June 30, 2015 for an amended not-to-exceed value of \$60,000.
- C. **Amendment: Contract No. 8500 Bibliotheca ITG, LLC**  
Recommendation: Adopt a resolution authorizing the Director of Library Services to execute an amendment to Contract No. 8500 with Bibliotheca ITG, LLC for the annual maintenance of the Library's Automated Material Handling (AMH), Self-Check and Materials Security Equipment, increasing the contract amount by \$197,703 for a total amount not to exceed \$1,097,703 and extending the term of the contract to June 30, 2017.
- D. **Library Fee Schedule for FY 2015**  
Recommendation: Adopt the resolution approving the Library Fee Schedule for 2015 and approve the Director of Library Services' submission of the fee schedule to the City of Berkeley, Budget Office, for inclusion in the City of Berkeley's Master Fee Schedule.

## IV. ACTION CALENDAR

- A. **Library Work Plan FY 2015**  
Recommendation: Adopt a resolution to approve the Library Work Plan for the biennial budget period, FY 2014 and 2015.

\* Public Comments - speakers allowed 3 minutes each



**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES SPECIAL MEETING**  
**Wednesday, May 20, 2014, 5:30 P.M.**

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Abigail Franklin	Winston Burton
Vice Chair Julie Holcomb	Darryl Moore
	Jim Novosel

**I. PRELIMINARY MATTERS**

*A copy of the agenda packet and a digital recording of the meeting is accessible at [http://www.berkeleypubliclibrary.org/about\\_the\\_library/bolt/bolt.php](http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php)*

**A. Call to Order: 5:32 P.M.**

Present: Trustees Burton, Franklin, Holcomb and Moore.

Jim Novosel arrived at 5:36

Absent: None.

Also Present: Donna Corbeil, Director of Library Services; Suzanne Olawski, Deputy Director; Dennis Dang, Administrative and Fiscal Services Manager; Sarah Dentan, Neighborhood and Children's Services Manager; Jenifer Shurson; Assoc. Human Resources Analyst; Eve Franklin, Administrative Secretary.

Kirsten Cowan, Executive Director of the Berkeley Public Library Foundation

**B. Public Comments:** None.

**C. Report from library employees and unions, discussion of staff issues:**

1. Andrea Mullarkey – spoke regarding the upcoming Director of Library Services recruitment process, staff morale/communications and asked to place staff morale/communication on a future BOLT agenda.

**D. Report from Board of Library Trustees:**

1. Trustee Moore- excited about attending the upcoming ALA conference. Asked if the City of Berkeley minimum wage increase would affect the library.

**II. Presentations**

**A. Branch Out Program and Events**

Suzanne Olawski, Deputy Director and Kirsten Cowan, Executive Director of the Berkeley Public Library Foundation provided a presentation (Attachment 1).

Trustee Moore – consider advertising in minority publications

### III. CONSENT CALENDAR

M/S/C Trustee Moore / Trustee Burton to adopt Resolution # R14-024 approving the Consent Calendar as presented.

Vote: Ayes: Trustees Burton, Holcomb, Moore and Novosel. Noes: None. Absent: Trustee Franklin. Abstentions: Abigail Franklin abstained from item A.

#### A. Approve minutes of March 19, 2014 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the April 9, 2014 Regular Meeting as presented.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-025.

#### B. FY 2015 Library Tax Rate

From: Director of Library Services

Recommendation: Adopt a resolution to recommend that the Berkeley City Council set the FY 2015 tax rate for the Library Services Tax at **\$0.1856 (18.56 cents)** per square foot for dwelling units and **\$0.2806 (28.06 cents)** per square foot for industrial, commercial, and institutional buildings, **based on the April 2014 San Francisco Bay Area Consumer Price Index of 2.7874%**.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-026.

#### C. Grant: Califa Group, BOOKS4U, in an Amount not to Exceed \$7,000 in Fiscal Years 2014/15.

From: Children's and Neighborhood Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for, and if awarded, accept and receive, a Califa Group Grant for the purchase of materials in two subject areas: a print materials grant to support the ordering of books from selected vendors that support Common Core homework assignments, valued in an amount not to exceed \$5,000; and print materials to boost the popular print fiction collections in an amount not to exceed \$2,000, for a total grant of \$7,000 in fiscal years 2014/15.

Financial Implications: see report.

Contact: Sarah Dentan, Children's and Neighborhood Services Manager

Action: Adopted Resolution # R14-027.

#### D. Donor Recognition: Nello and Mary Jo Pace Trust Gift

From: Director of Library Services

Recommendation: Adopt a Resolution approving activities directly related to acknowledgement of the Pace Trust gift, including the installation of a plaque at the branch commemorating the donation and scheduling of a special event open to the public, to be held at the North Branch Library.

Financial Implications: none.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-028.

#### E. Measure FF, Bond Program Budget

From: Director of Library Services  
Recommendation: Adopt a resolution accepting the Measure FF Neighborhood Branch Library Improvement Program Budget for fiscal year 2015.  
Financial Implications: none.  
Contact: Donna Corbeil, Director of Library Services  
Action: Adopted Resolution # R14-029.

#### **IV. ACTION CALENDAR**

##### **A. Biennial Budget Update FY 2015 – All Library Funds**

From: Administrative Services Manager  
Recommendation: Adopt a resolution to approve the Biennial Budget update for FY 2015 for revenues of \$16,861,314 and expenditures of \$19,120,989  
Contact: Dennis Dang, Administrative Services Manager  
Action: M/S/C Trustee Moore / Trustee Novosel to adopt Resolution # R14-030 approving the Biennial Budget update for FY 2015 as presented.  
Vote: Ayes: Trustees Burton, Franklin, Holcomb, Moore and Novosel. Noes: None. Absent: None.  
Abstentions: None.

##### **B. Director Recruitment**

Jenifer Shurson, Assoc. Human Resources Analyst outlined the recruitment process. Board discussion followed.

From: Assoc. Human Resources Analyst  
Recommendation: Adopt a resolution approving the process for recruitment and selection of a new Director of Library Services upon the retirement of the current incumbent; and approve the formation of a two-member subcommittee to work with city staff on the process and to periodically report to the board.  
Contact: Jenifer Shurson, Assoc. Human Resources Analyst  
Action: M/S/C Trustee Holcomb / Trustee Winston to adopt Resolution # R14-031 the process for recruitment and selection of a new Director of Library Services upon the retirement of the current incumbent; and approve the formation of a two-member subcommittee (Trustees Holcomb & Franklin) to work with city staff on the process and to periodically report to the board.  
Vote: Ayes: Trustees Burton, Franklin, Holcomb, Moore and Novosel. Noes: None. Absent: None.  
Abstentions: None.

#### **V. INFORMATION REPORTS**

##### **A. May 2014 Monthly Report from Library Director**

From: Director of Library Services  
Contact: Donna Corbeil, Library Director  
Action: Received.

##### **B. Library events**

From: Director of Library Services  
Contact: Donna Corbeil, Library Director  
Action: None.

Trustee Moore left at 7:03 pm.

## **VI. AGENDA BUILDING**

The next meeting will be a Regular Meeting held at 6:00 PM on Wednesday, June 11 2014 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:

- Recruitment update
- Friends library grant
- Staff – internal communication

## **VII. ADJOURNMENT**

Adjourned at 7:03 P.M.

**COMMUNICATIONS:** none

## **SUPPLEMENTAL COMMUNICATIONS AND REPORTS:**

1. Branch Out Program and Events presentation

\* **BRANCH OUT**  
April 2014

Berkeley Public Library  
Berkeley Public Library Foundation  
Berkeley Public Library Friends of the Library



A celebration of the completion of what amounts to an amazing task in this day and age: the **REOPENING** of four new modern and accessible library branches

*BPLF provided logistical as well as financial support, including*

- Coordination of planning by Foundation staff
- Hiring and funding a non-profit communications consultant
- Funding media outreach and advertising

During **Branch Out!** we forged a new type of collaboration bringing **donors, advocates** and **patrons** together.

## The Foundation



2013 Library Communications Plan **strongly recommended** BPL be more active and coordinated in communications

Branch Improvement Project completion; an **important opportunity** to reach out to community

Goals:

- Celebrating and communicating new library patrons
- current patrons
- Solicit input from patrons

## Why Branch Out?





Beginning in the fall of 2013 we held multiple brainstorming sessions

Sessions included

- \* Library; administration, department and branch managers, and program staff
- \* Friends and Foundation Board members
- \* Board of Library Trustees

Creating the mix of **events, activities** and **strategies** that become Branch Out.

## Developing Branch Out



### \*\$10,000 grant in support of Branch Out

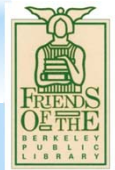


\*180 Events and Activities

\* Over 5,800 attendees

\*5 After Hours Events

\* Over 900 attendees



## Friends of the Library

- \* Big fan of the Library.
- \* Great program!
- \* There should be more programs.
- \* More! More! More!
- \* I live in Oakland but love THIS library.
- \* This is an amazing community event.
- \* Great event - convenient location.
- \* I would love more of all teen things -they're so much fun!
- \* It was awesome! So cool to see great music after hours and for free! Thank you!
- \* You guys rule!
- \* I appreciate the library for its services and programs.



## \* Central Library

April 2014

- \* Love the Spanish sing-along storytime!
- \* Great event; convenient location.
- \* You're great!
- \* Enjoy all the events at this branch.
- \* The opportunity for a cultural program +food +social interaction is wonderful. The library is the natural place for it.
- \* Thank you for bringing art to us all!
- \* Loved Paws To Read and Friday evening event at North. We visit a library once a week - usually Friday
- \* Staff welcoming, good, fantastic, more student work



## \* North Branch

April 2014

- \* Was my childhood library 60 years ago; very different and gorgeous now!
- \* The library programing is great for parents who don't have a lot of money but want activities for their children.
- \* More ethnic cuisine programs.
- \* Nice to use libraries as community learning centers.
- \* It was great to hear the architects talk about the West Branch building and ZNE.
- \* Great variety of events in April. Thanks to you all!
- \* The Library should definitely have another barn dance.
- \* Fantastic education -great program!



## \* West Branch

April 2014

- \* This storytime is the best -Mr. Michael is ABSOLUTELY the BEST!
- \* Mr. Michael is a treasure!
- \* Fantastic program -both adults and children' enjoyed it!
- \* We love this library!
- \* Thanks! This was the most fun-filled April ever!
- \* More school-aged programs -please!
- \* Great event and great to meet neighbors afterwards.
- \* This was so fun. Thank you!
- \* Marie, your voice is a breath of fresh air and beauty reflection of soul. Merci!



## Claremont Branch

April 2014

- \* It would be awesome to have more events at this South Branch location.
- \* Thank you...we enjoyed ourselves!
- \* Love the new South Branch Library; my kids love it and it's great for my family.
- \* Superb!!! Great music , puppet shows and face painting!!!
- \* Wonderful!
- \* Beautiful library.
- \* We love the Berkeley Public Library, especially South Branch.
- \* Great way to bring the community together.
- \* Great program -good to see people of all ages enjoying themselves on a Friday evening with good, clean fun!
- \* So awesome; this isn't my grandma's library!
- \* Thanks for those high-quality, free programs -keep 'em coming, please!



\* South Branch

April 2014

### Berkeleyside Ad



### East Bay Express



\* Press Publicity





Berkeley Public Library

Posted by North Branch · April 4

This is happening! Indie Cakes & Pastries just delivered salted caramel chocolate cupcakes, lemon meringue tarts and apple tarts for North's Branch Out celebration! Come on over tonight for our party at 1170 The Alameda from 6pm-8pm.

Photo: This is happening! Indie Cakes & Pastries just delivered salted caramel chocolate cupcakes, lemon meringue tarts and apple tarts for North's Branch Out celebration! Come on over tonight for our party at 1170 The Alameda from 6pm-8pm.

21Like · · Share

\* [505 people saw this post](#)

## \* Facebook Promotion

\* Staff experienced a fair amount of stress with trying to offer *so many* programs in tandem at all of the branches, but the sheer number of programs and the publicity from so many venues, helped to lure in new audiences and to get others, who don't already visit the library, to pause and consider the library.

\* There is no substitute for wide-spread, concerted grassroots outreach and marketing.

\* I learned that BPL is willing to try a fresh approach to program.

\* Staff really enjoyed showing off our branch to new patrons, we made many new cards this month! Our team really rallied around the effort, and had a great time.

\* I think much of the success...was due to the fact that staff were really excited about it and enjoyed it themselves.

\* We'd love more time to plan and promote the events if we were to do this again. And we'd love to explore other ways of communicating.

\* In the future perhaps we can explore using the branded, aggressive, social media-based marketing approach to supplement the already successful promotional activities that we do for our programs.



## Staff Comments





**CONSENT CALENDAR**

June 11, 2014

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of Library Services

**SUBJECT:** AMENDMENT: CONTRACT NO. 9453, GNU GROUP

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9453 with GNU Group in an incremental amount of \$12,000 for the design, procurement and installation of signage services, and to extend the term of the contract from December 31, 2014 to June 30, 2015 for an amended not-to-exceed value of \$60,000.

**FISCAL IMPACT**

The current not-to-exceed value on the contract is \$48,000 of which \$47,302 has been spent to date. All budgeted funding on the contract was assigned to the Foundation FF&E Fund (307) for the Branch Libraries Improvement Program. With the closure of the Measure FF program and the winding down of FF&E (307) support funding, amending of the GNU contract for an incremental increase of \$12,000 to \$60,000 would budget future expenditures to the Library Tax Fund (301) using unused appropriated FY 2014 monies originally set aside for the now-completed purchase and installation of automated materials handling equipment at the Central Library.

**BACKGROUND**

The Branch Improvement Program, similarly referred to as Measure FF, is the funding source for facility improvements to the branch libraries and encompasses the areas of project management, and design and construction. The Foundation FF&E Fund is a gift supported fund with proceeds sourced from the Berkeley Public Library Foundation's \$2.5M Neighborhood Libraries Campaign.

A program whereby donors are publicly acknowledged is an important piece to most capital campaigns. The inclusion of a donor signage component was included in the Library Foundation fundraising strategy and brought to the Library for consideration and approval prior to initiation. At a regular board meeting on December 9, 2009, by Resolution No.:R09-120, the board adopted a resolution that all branch libraries of the Berkeley Public Library may display such plaques or other forms of donor recognition as the Library Director shall deem appropriate to honor the Foundation and contributors to the branch capital campaign as set forth by the board.

Following board approval of the donor signage program, the Director periodically reported on the status of this effort to the board in her monthly reports. As reported at the September 11, 2013 regular meeting of the board, the Library released an RFP, *Specification No. 14-10771 Branch Libraries Donor Signage*, to cover the individual donor signage at South and West and donor wall plaques at the four branch locations. Proposals were due August 6, 2013, two responses were received. The selected vendor GNU Group was awarded a contract to design, fabricate / procure and install requested donor signage. The Foundation's branch library capital campaign funds covered all costs associated with this effort.

#### CURRENT SITUATION AND ITS EFFECTS

The vendor has satisfactorily completed the installation of all signage per the agreement. Images of the completed Measure FF donor sign program are included (Attachment 2). Among the goals of the recognition plan were to: have consistent recognition levels throughout the four branches; offer donors the opportunity to be recognized in the branch of his/her choice; and make recognition tasteful, low-key and in keeping with the architectural character of each branch. GNU Group offered appropriate options to fulfill these requirements and completed the installations as requested with no disruption to operations.

The current not-to-exceed value on the contract is \$48,000 of which \$47,302 has been spent to date. All budgeted funding on the contract was assigned to the Foundation FF&E Fund (307) for the Branch Libraries Improvement Program. With the closure of the Measure FF program and the winding down of FF&E (307) support funding, amending of the GNU contract for an incremental increase would result in any future expenditures budgeted to the Library Tax Fund (301).

From time-to-time the Library requires new or replacement signage of a professional quality. The additional allocation to the contract and term extension will allow the Library flexibility in responding to any needs that surface over the next fiscal year. At this time the only signage need identified is the Pace Trust gift donation to the North Branch Library. At the regular board meeting of May 20, 2014, the board approved by Resolution No. R14-028, the acknowledgement of the Pace Trust gift with the installation of a plaque at the North Branch Library with text commemorating the donation; and scheduling of a special event open to the public, to be held at the North Branch Library. The amended contract increase will cover the design and procurement of the Pace Trust signage.

By BOLT Resolution No. R08-56, the Board of Library Trustees on June 10, 2008 authorized the Director of Library Services to enter into purchase agreements for services up to \$50,000; and, with passage of BOLT Resolution No.: 09-94, the Board of Library Trustees on October 14, 2009 authorized the Director of Library Services to enter into purchase agreements for goods, materials, and equipment up to \$100,000. The original contract amount with GNU of \$47,000 was below the board threshold requiring a board resolution. The value of this requested amendment exceeds the spending limit of \$50,000 for the purchase of services allowed to the Director of Library Services as stated in the Library's Purchasing Manual.

#### RATIONALE FOR RECOMMENDATION

GNU Group was the selected vendor in the recent Request for Proposals for Library Signage for the Measure FF branch library donor signage program, and offers the most cost-effective and expedient signage procurement services for the range of purchases required by the Library.



ALTERNATIVE ACTIONS CONSIDERED

No alternative actions were considered.

Attachments:

1. Resolution
2. Donor signage



## BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R14-0##

### AMENDMENT: CONTRACT NO. 9453, GNU GROUP

WHEREAS, The Branch Library Improvement Program, similarly referred to as Measure FF, is the funding source for facility improvements to the branch libraries and encompasses the areas of project management, and design and construction; and

WHEREAS, The Foundation FF&E Fund is a gift supported fund with proceeds sourced from the Berkeley Public Library Foundation's \$2.5M Neighborhood Libraries Campaign and;

WHEREAS, At a regular board meeting of December 9, 2009, by Resolution R 09-120, the board approved a program by which all branch libraries may display plaques or other forms of donor recognition appropriate to honor the Foundation and contributors to the branch capital campaign and;

WHEREAS, GNU Group was selected to design, procure and install such signage following the Library released RFP, *Specification No. 14-10771 Branch Libraries Donor Signage* and;

WHEREAS, At the regular board meeting of May 20, 2014, the board approved by Resolution R14-028, the acknowledgement of the Pace Trust gift with the installation of a plaque at the North Branch Library with text commemorating the donation; and

WHEREAS, the vendor has successfully completed previous contracted signage related work, and are therefore well-positioned to assist with future Library needs; and

WHEREAS, the value of Contract No. 9453 with GNU Group exceeds the spending limit of \$50,000 for the purchase of services allowed to the Director of Library Services.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to grant the Director of Library Services the authority to amend Contract No. 9453 with GNU Group in an incremental amount of \$12,000 for the design, procurement and installation of library signage through June 30, 2015 for an amended not-to-exceed value of \$60,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 11, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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Donna Corbeil, Director of Library Services  
Serving as Secretary of the Board of Library Trustees









**CONSENT CALENDAR**

June 11, 2014

**TO:** Board of Library Trustees  
**FROM:** Alicia Abramson, Library Network Administrator  
**SUBJECT:** CONTRACT AMENDMENT: NO. 8500 BIBLIOTHECA ITG, LLC

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to execute an amendment to Contract No. 8500 with Bibliotheca ITG, LLC for the annual maintenance of the Library's Automated Material Handling (AMH), Self-Check and Materials Security Equipment, increasing the contract amount by \$197,703 for a total amount not to exceed \$1,097,703 and extending the term of the contract to June 30, 2017.

**FISCAL IMPACTS OF RECOMMENDATION**

The total cost of the amendment is \$197,703 which includes annual maintenance for the Library's Self-Check, Materials Security and Automated Materials Handling Systems. Funding is available from Fund 301 and is budgeted in the Library's Information Technology Division 2015 budget, budget code 9102-450-3047.

**BACKGROUND**

The Library entered into a three-year contractual agreement with Bibliotheca ITG, LLC in October 2010 for the purchase and installation of hardware and software to implement a Library-wide Self-Check and Materials Security system with BOLT Resolution No. R10-077. The contract has subsequently been amended four times to add funds for the phased purchase of Automated Material Handling (AMH) systems for all Library locations. These amendments increased the contract amount to a cumulative total not to exceed amount of \$900,000 through BOLT Resolution Nos. R11-060 (for AMH systems for North & Claremont Libraries), R12-055 (for AMH systems for South & West Libraries), R13-046 (for an AMH system for Central Library) and R13-063 (to extend the contract expiration date). The contract is set to expire on June 30, 2014.

To date, Bibliotheca has successfully fulfilled its contractual obligation to provide self-check, material security and automated materials handling systems to all locations of the Berkeley Public Library. The vendor has also supplied regular service and maintenance to all of the equipment installed as stipulated under the initial maintenance contracts.

CURRENT SITUATION AND ITS EFFECTS

The Berkeley Public Library currently provides twenty public use self-check stations for library material check out, twenty-eight staff operated check-out, check-in and security tagging stations, ten sets of security gates, four 5-bin Automated Materials Handling (AMH) systems and one 17-bin AMH. This equipment is specialized and except for basic configuration, Library staff does not have the ability to maintain these systems without vendor assistance.

The Library's investment in this technology has resulted in a significant savings in staff time and allowed the Library to shift staff resources to more public facing duties, ultimately improving the overall delivery of services within the organization.

In order for the Library's circulation, shelving and self-check operations to continue smoothly, the equipment and software that make up the system must be regularly maintained and supported by the vendor. The amended contract will result in a three year maintenance agreement with Bibliotheca, for the specified hardware and software period July 1, 2014 – June 30, 2017.

Attachments

1. Resolution



**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R14-0##**

**CONTRACT AMENDMENT: NO. 8500 BIBLIOTHECA ITG, LLC**

WHEREAS, on October 18, 2010 by BOLT Resolution No.: R10-077 the Board of Library Trustees authorized the Director of Library Services to execute Contract No. 8500 and any amendments with Bibliotheca Inc. to provide self-check, Automated Materials Handling and a Materials Security System at the five library locations of the Berkeley Public Library for an amount not to exceed \$447,006 for the period from October 29, 2010 through October 28, 2013; and

WHEREAS, at the time of contract execution staff noted the need for further study of automated materials handling equipment; and

WHEREAS, on September 14, 2011 by BOLT Resolution No.: R11-060 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to increase the contracted not-to-exceed amount up to \$847,006 for the purchase and installation of AMH and related equipment and services for North and Claremont branches; and

WHEREAS, on September 12, 2012 by BOLT Resolution No.: R12-055 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to revise the Scope of Services by approving the purchase of additional equipment, inclusive of automated materials handling, for the South and West branch libraries; and

WHEREAS, on July 10, 2013 by BOLT Resolution No.: R13-046 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to increase the contracted not-to-exceed amount up to \$900,000 for the purchase and installation of AMH and related equipment and services for the Central Library; and

WHEREAS, on October 13, 2013 by BOLT Resolution No.: R13-063 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to extend the expiration date to June 30, 2014; and

WHEREAS, to date Bibliotheca has successfully fulfilled contracted tasks to provide self-check and material security and automated materials handling related services, hardware, software and supplies.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to execute an amendment to Contract No. 8500 with Bibliotheca ITG, LLC for the annual maintenance of the Library's Automated Material Handling (AMH), Self-Check and Materials Security Equipment, increasing the contract amount by \$197,703 for a total amount not to exceed \$1,097,703 and extending the term of the contract to June 30, 2017.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 11, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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Donna Corbeil, Director of Library Services  
Serving as Secretary to the Board of Library Trustees





**CONSENT CALENDAR**

June 11, 2014

**TO:** Board of Library Trustees  
**FROM:** Jay Dickinson, Circulation Services Manager  
**SUBJECT:** LIBRARY FEE SCHEDULE FOR 2015

**RECOMMENDATION**

Adopt the resolution approving the Library Fee Schedule, effective July 1, 2014 and approve the Director of Library Services' submission of the fee schedule to the City of Berkeley, Budget Office, for inclusion in the City of Berkeley's Master Fee Schedule.

**FISCAL IMPACT**

Fiscal impacts are uncertain but likely minimal, resulting from the change to the printing related fees.

**BACKGROUND**

The Berkeley Public Library has historically charged fines and fees for various purposes, including the late return of materials, lost materials, replacement of library cards, photocopies, etc. Periodically, these charges are reviewed and may be raised, reduced or discontinued; all changes are brought as agenda items to the Board of Library Trustees for consideration and approval. The Board of Library Trustees last reviewed and approved changes to this schedule on March 13, 2013.

**CURRENT SITUATION AND ITS EFFECTS**

Staff recommends the following changes:

1. The fee associated with printing for B/W copies, prints from public accessible computers in the library and scanned material are standardized at \$.20 per page.

**RATIONALE FOR RECOMMENDATION**

While reviewing the fines and fees this year, only one was called out for review and as a result staff recommends this change be made effective July 1, 2014.

The three different fees for what is basically the same service, using library printer/copier equipment to print out a copy, is confusing for patrons and no longer seems warranted as one piece of equipment services all three copy options.

<b>Service</b>	<b>Current fee (3/13/2013)</b>	<b>Proposed (7/1/14)</b>
Black and White Copies	\$0.25	\$.20
Prints from Public PC's	\$0.15	\$.20
Scans on multifunctional device photocopier/printers	\$0.10	\$.20

Patrons that use multiple print related services find the various fees confusing; standardizing them will increase efficiency and improve customer service. The Library contracts with an outside vendor for this equipment which handles all of the copy and print related public jobs. In the past this was not the case.

No other revisions, changes or new fees are recommended at this time.

FUTURE ACTION

None

Attachments:

1. Resolution
2. BPL Fines and Fees
3. Tool Library Fines and Fees

**BOARD OF LIBRARY TRUSTEES**

**Attachment 1**

**RESOLUTION NO.: R14-0\_\_**

**APPROVAL OF THE LIBRARY FEE SCHEDULE FOR 2015 AND AUTHORIZATION FOR THE DIRECTOR OF LIBRARY SERVICES TO SUBMIT THE FEE SCHEDULE TO THE CITY OF BERKELEY, BUDGET OFFICE, FOR INCLUSION IN THE CITY OF BERKELEY'S MASTER FEE SCHEDULE**

WHEREAS, the Berkeley Public Library has historically charged fines and fees for various purposes, including the late return of materials, lost materials, and replacement of library cards; and

WHEREAS, periodically these are brought before the Board of Library Trustees for review and may be raised, reduced, or discontinued; and

WHEREAS, the City periodically gathers all proposed fee and tax increases to create a City of Berkeley Master Fee Schedule; and

WHEREAS, the staff recommends the fee associated with printing for B/W copies, prints from public accessible computers in the library and scanned material be set at \$.20 per page.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Library Fee Schedule for 2015, to take effect July 1, 2014 and approve the Director of Library Services' submission of the fee schedule to the City of Berkeley, Budget Office, for inclusion in the City of Berkeley's Master Fee Schedule.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 11, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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Donna Corbeil, Director of Library Services  
Serving as Secretary to the Board of Library Trustees



## BPL Fines and Fees (rev. 7/2014)

<b>Materials</b>	<b>Fines Per day</b>	<b>Maximum Fine</b>
Books (Adult)	\$0.25	\$5.00
Books (Children's)	No Fines	
Magazines (Adult)	\$0.25	\$5.00
Magazines (Children's)	No Fines	
Videos (VHS/DVD/VCD)	\$.25	\$10.00
Music Cassettes/CDs (Adult)	\$0.25	\$5.00
Music Cassettes/CDs (Children's)	No Fines	
Audio books (Cassettes/CDs/Adult)	\$0.25	\$5.00
Audio Books (Cassettes/CDs/Children's)	No Fines	
Phonorecords	\$0.25	\$5.00
Link+	\$1.00	\$15.00
Kits	\$0.25	\$5.00
Slides	\$1.00	\$10.00
Tool Lending Library	See separate schedule	
<b>Other Fees</b>	<b>Fee</b>	
Lost Library Card	\$2.00	
Black and White Copies	\$0.20	
Prints from Public PC's	\$0.20	
Scans on multifunctional device photocopier/printers	\$0.20	
Returned Check Fee	\$20.00	
Recovery of Delinquent Accounts (Collection Agency)	\$20.00	

Patrons who are seniors pay \$0.10 a day for materials which are normally \$0.25 a day.

#### Replacement of Circulating Materials

All BPL materials = Purchase price of item + \$10.00 Processing fee + \$5.00 billing fee where applicable.

*Link+* - Flat fee of \$115, dependent on loaning institution, which will often times merely ask for the cost of the book plus local processing fees.

#### Fine limits and their effect on available services

All patron types are blocked from circulating items when fines exceed \$10.00.

All patron types are blocked from the use of Internet Access computers in the library when fines exceed \$100.00.

All patron types are blocked from circulating items when the patron account has a billed, lost, or damaged item.

All patrons are subject to replacement, lost, and damaged bills, and fees associated with them.





### Tool Fine Schedule (Adopted 3/13/13)

#### Reduce fine from \$2 a day to \$1 a day:

- Nail Set
- Plumb Bob
- Stud Sensor
- Tack Hammer
- Wood Chisels (various)
- Darby, Trowels, Edgers, Groovers
- Fish Tape (various)
- Carpet Cutter
- Carpet Edge Trimmer
- Tile Nipper
- Drywall Mud Pan
- Pick, Hand
- Cutters (Side & End)
- Grommet Kit
- Hacksaw

#### Reduce fine from \$5 a day to \$2 a day:

- Drywall T-Square
- Pipe Reamer (various)

#### Reduce fine from \$6 a day to \$5 a day:

- Drill Motor, VSR, 1/2 "
- Angle Grinder, 4 – 1/2"
- Disc Sander, 7"
- Saw, Reciprocating (Sawzall)

#### Reduce fine from \$18 a day:

- Carpet Power Stretcher (Reduce to \$15 a day)
- Rotary Hammer Drills
  - SDS (Reduce to \$10 a day)
  - Spline Drive (Reduce to \$15 a day)

#### Increase fine from \$1 a day to \$2 a day:

- Planes (various)

#### Add to Schedule:

- Broad Fork (3 day circulation, \$2 a day late fine)
- Cultivator (7 day circulation, \$2 a day late fine)
- Ladder, 16' (3 day circulation period, \$10 a day late fine)
- Ladder, 2', 4' (3 day circulation period, \$2 a day late fine)

#### Remove from Schedule:

Brace, Brace Bit, Screwdriver (Yankee), Workbench (Portable), Concrete Tamper (Jitterbug), Star Drill, Extension Cords > 50', Knee Pads, Rototiller, Caulking Iron, Drill Bit (HSS twist), Push Drill, Benchtop Grinder, Saw (Tile, Wet Saw)





**ACTION CALENDAR**

June 11, 2014

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of Library Services

**SUBJECT:** LIBRARY WORK PLAN FY 2014/15

**RECOMMENDATION**

Adopt a resolution to approve the Library Work Plan for the second year of the biennial budget period, fiscal years 2014 and 2015.

**FISCAL IMPACT**

There is no fiscal impact from this report.

**BACKGROUND**

On an annual basis, the Library develops a work plan to reflect and coincide with the budget development process. The Plan once approved is updated as needed and status reports are included on the board agenda. The last board action on the FY 2014/15 work plan was taken at the July 10, 2013, regular meeting of the board.

Like other City agencies, the vast majority of work at the Library can be described as baseline service delivery. The 90% baseline, 10% special projects composition used by the City accurately reflects library operations in most years. A Library example of a special project would be the 3-year Strategic Plan, which represents a significant project and body of work over multiple fiscal years. Baseline work represents what we consider as basic services, such as opening the Library the prescribed hours per week, providing reference services, purchasing materials for use by the public, children's programming, etc.

The City's work plan, "is offered as a way to inform the City Council and the community about the work to be undertaken throughout the year by city staff. It is coordinated with the presentation of the City's proposed budget to help align resources with program and service priorities."

Regardless, all projects require resources; these may be within the scope of the budget and staff capacity or not, in which case additional resources may be needed to complete them.

The Library has adopted an abbreviated version of the larger City process, as we are one department within the City's larger scale and scope of responsibilities, which includes some of the key concepts and

components. The general process is as follows: identify emerging priority projects and resource needs, evaluate work load and committed resources, then revise work plan and reallocate resources.

### CURRENT SITUATION AND ITS EFFECTS

The Board of Library Trustees by approval of Resolution No.: 12-084 on December 19, 2012 adopted the biennial budget priorities as follows:

- Identify and prioritize strategic capital improvements, including infrastructure and Central Library repairs and improvements for possible action
- Maintain the stability of operating budget and plan for future operational needs – including establishing / maintaining a balanced budget
- Undertake a Strategic Planning process for the period beginning January 2014
- Consider options / strategies to increase branch library hours of service

At the regular board meetings of February 12, 2014 and March 19, 2014 as part of the budget development presentation, staff included an update on the FY 2014/15 Library Projects as background information, and noted revisions. Likewise, the biennial budget process took into consideration prior project commitments, and board priorities and goals from the Library's current Strategic Plan. Staff also conducted a scan of general service trends in order to identify unanticipated changes to the environment and demands, so that timely projects can be identified for discussion and possible inclusion in the budget and work plan.

The work plan aligns the work of the Library with the priorities of the board. It also provides a context for any new projects that come to fruition throughout the year. This process will ensure new projects are carefully considered with attention given to existing staffing, commitments already on the table, and that adequate resources are available to complete the work.

The updated FY 2014/15 Work Plan (Attachment 2) was used in developing the FY15 Library budget approved by the board at the regular meeting of May 20, 2014 by Resolution No. R14-040.

Staff presents a slightly revised work plan for discussion and board consideration taking into consideration the final budget, staff resources and scope of work of projects under way and resources already committed. The revised FY 2015 library work plan as presented (Attachment 3) includes appropriate new projects and removes those substantially completed or integrated into regular library operations.

### FUTURE ACTION

In early calendar year 2015 the board will begin discussion and development of the biennial budget for fiscal years 2016 and 2017. At that time board priorities will be reconsidered and a revised library work plan developed consistent with library needs.

#### Attachments:

1. Resolution
2. Library Projects FY 2014/15 (Updated 2/2014)
3. Library Projects FY 2015 (Revised)

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO.: R14-0XX**

**LIBRARY WORK PLAN FY 2015**

WHEREAS, in fiscal year 2008 the Library began to include the development of a work plan detailing projects with fiscal and /or workload implications in the budget planning process, such that projects above the baseline service delivery are identified; and

WHEREAS, the work plan includes projects that represent a significant body of work that may continue over multiple years and reflect high priority initiatives in respond to service or facility needs resulting in the accomplishment of specific board goals; and

WHEREAS, the library work plan is coordinated with and aligned with the budget development process; and

WHEREAS, staff has periodically updated the board on the status of current projects, for the FY 2014/15 period, most recently at a regular meeting of the board on February 12, 2014; and

WHEREAS, staff has presented to the board during budget development work plan projects at the February, March and May 2014 board meetings, and considered available resources and board priorities, such that a proposed plan has been developed; and

WHEREAS, the board has approved at a special board meeting of May 20, 2014 a Library budget for FY 2015; and

WHEREAS, resources related to the revised and updated work plan presented for board review and approval are included in the FY 2015 Library adopted budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to approve the Library Work Plan for FY 2015 as presented, and to authorize the Director of Library Services to implement these initiatives with regular reporting to the board.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 11, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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Donna Corbeil, Director of Library Services  
Serving as Secretary of the Board of Library Trustees



**LIBRARY PROJECTS**  
**FY 2014 & 2015** (approved by BOLT 07/10/2013)  
 Revised 02/2014

	<b>Project Title</b>	<b>Priority</b>	<b>Lead</b>	<b>Budget period/Impact</b>	<b>Timeline</b>
1.	<b>Measure FF, Branch Library Improvement Program</b>	CI	D. Corbeil D. Dang	FY14	Bond close-out in process
2.	<b>Library Strategic Plan (2014-2017)</b>	CI	S. Olawski & Management Team	FY14	In process, complete by 06/14
3.	<b>Expand Branch Service Hours</b>	CI	S. Olawski S. Dentan	FY14	Completed - Monitor
4.	<b>Facility Maintenance: Life-cycle Equipment Replacement Plan &amp; Support</b>	SP	D. Dang	FY14/15	Ongoing
5.	<b>Voice Over IP Phone System Conversion</b>	DP	A. Abramson	FY13	Completed
6.	<b>Enhance Central Teen Room Space / Services</b>	DP	S. Olawski M. McArdle	FY14/15	In progress
7.	<b>Technical Services Workflow &amp; Shelf Ready</b>	DP	A. Abramson J. Shurson	FY14	Completed - Monitor
8.	<b>AMH at Central Library</b>	DP	J. Dickinson	FY14	Completed
9.	<b>Communications Plan</b>	DP	D. Corbeil	FY14/15	In process





**LIBRARY PROJECTS**  
**FY 2014/15** (approved by BOLT 7/10/2013)  
 Revised 6/3/2014

	<b>Project Title</b>	<b>Lead</b>	<b>Budget period/Impact</b>	<b>Timeline</b>
1.	<b>Measure FF, Branch Library Improvement Programs (Voter initiative, Bond program)</b>	D. Corbeil D. Dang	FY14/15	In progress
2.	<b>Library Strategic Plan: 2014-2017 (board priority)</b>	S. Olawski	FY14/15	In progress
3.	<b>Facility Maintenance: Lifecycle Equipment Replacement Plan &amp; Support (board priority)</b>	D. Dang	FY14/15	Ongoing
4.	<b>Enhance Central Library Teen Room and Public Spaces (Library strategic Plan initiative)</b>	S. Olawski	FY14/15	In progress
5.	<b>Intranet Upgrade (Communications plan recommendation)</b>	Alicia Abramson & J. Dickinson	FY14/15	In progress
6.	<b>Outreach\Books by Mail (pilot to homebound)</b>	J. Dickinson	FY15	<i>NEW</i>
7.	<b>Central Library Staff Area furniture replacement/upgrade</b>	D. Dang	FY15/16	<i>NEW</i>

**Measure FF, Branch Library Improvement Program**

Donna Corbeil, Library Director and Dennis Dang, Library Finance Manager

Measure FF is a voter approved initiative passed in November 2008 to improve the four branch libraries - bond funds in the sum of \$26 million were approved.

**Background**

At the May 20, 2014 regular meeting of the board, a Bond Program (Measure FF) budget consent item was approved by Resolution R014-029. Upon the December 14, 2013 opening of the newly constructed West Branch Library all five Berkeley Public Library locations are open and offering a full range of library services.

Accompanied by the background information provided in the recent Program Budget Update (dated 5/20/14), and the May 31, 2014 Cost Control Report (CCR) – see attachment in Director’s Report, Agenda item V.A.v. – for the Branch Libraries Improvement Program, total program expenditures at \$24,729,990 represent 95.2% of the \$26,015,000 budgeted funding.

Close-out of the Measure FF program budget is expected to be completed in FY 2015 following activities primarily related to the close-out of the West Branch Library that includes commissioning and LEED certification at West and South branch libraries.

**Next**

*West Branch*

Contract payments to West Bay Builders (WBB), the general contractor for the project have been released but for \$10K of the amount retained in the Escrow Account. Once the closeout items have been corrected, resubmitted, and accepted, and the revised payroll information from Economy Trucking has been submitted, the City will release the remaining \$10K. Also, full resolution of the Stop Notice from George Family Enterprises, Inc. remains outstanding requiring that funds amounting to \$4,832.50 be held directly from WBB. Those funds cannot be released until the Stop Notice is rescinded or bonded around.

Harley Ellis Devereaux, the design firm’s contract is still active pending the completion of commissioning services and LEED certification.

*North Branch*

The Library has executed a contract with Architectural Resources Group (ARG) the architect/designer of the North Branch renovation project to assist with assessment of the “checking” in the historic wood trusses, this is cracking in the wood that is a naturally occurring process. Some repair will be required; more information will be forthcoming once the scope of the work needed is completed.

*Pending*

City of Berkeley Bond Council will advise on any remaining bond funds, if they are to be retained or if the City Manager shall determine that the purposes for which the bonds were authorized have been completed; in the latter case, the City would transfer any balance in the project fund to the Debt Service Account to be used for payment of Debt Service for the Bonds.

<b>Project</b>	<u>Library Strategic Plan: 2014-2017</u>
<b>Lead</b>	Suzanne Olawski
<b>Budget</b>	\$30,000
<b>Description</b>	The Library's Strategic Plan defines the specific strategic goals and initiatives to guide in the allocation of resources for the next three years to delivery priority library services.

### **Background Information**

The Berkeley Public Library Strategic Plan was developed in 2007-2008 for a three-year period ending in 2011. The plan defined specific strategic goals and initiatives which guided Library staff in the decisions around how to allocate resources in order to deliver the highest possible quality library services to the community. The planning process took place within the Public Library Association's (PLA) "Library Service Responses", which are defined as the services that public libraries do for or offer to the public in an effort to meet a set of well-defined community needs. At the conclusion of the three-year Strategic Plan period, the Library staff and Board of Trustees elected to amend the existing plan within the PLA service response framework for an additional two years, roughly equivalent to the period in which the Library renovated, expanded and re-built its four neighborhood branch libraries. Staff workshops, focus groups, and a public workshop took place to develop the 33 new staff initiatives. These activities were the primary focus for Library staff during 2012 and 2013.

The Library's Strategic Plan (2009-2012 Amendment) was extended by the board at the regular meeting of December 14, 2011 by Resolution R11-089; BOLT information report on updated initiatives given at December 12, 2012 meeting and development of a new strategic plan was added to the FY14 work plan priorities for staff. At their December 19, 2012 meeting, the Board of Library Trustees by approval of Resolution No. 12-084 adopted its biennial budget priorities inclusive of undertaking a Strategic Planning process for the period beginning January 2014.

### **Current Situation**

The Library began its current strategic planning process in fall 2013 with a series of seven staff visioning and small group planning workshops, which were held over a three-month period. Staff participated in exercises and discussions exploring the notions of *what kind of Library do we want to be* and *how do we get there*. Those interactive sessions led to staff-derived organizational values and initiatives that have been helpful with propelling forward the community engagement element of the planning process.

In winter 2014, the Library engaged the consultancy services of Brown Miller Communications, Inc. to provide guidance, training and assistance to the Library during its community engagement process, which consists of three elements: an online survey, one-to-one stakeholder interviews and a series of town hall meetings. An online survey ran through the month of April, capitalizing on the momentum surrounding the Branch Out celebrations. In preparation for the one-to-one stakeholder interviews, staff conducted a demographic scan of the City of Berkeley with aggregate information derived by Library neighborhoods and City Council districts. Staff were trained on interviewing and listening techniques to capture key messages from the community stakeholder interviews to better understand the broader concerns of the community and what role the Library can play in addressing those concerns. The community stakeholder interviews are underway and should conclude early summer 2014.

**Future Actions**

A series of town hall meetings will be scheduled for mid-July, one meeting to be held at each Library location and facilitated by Library staff. Upon completion of the community engagement piece of the planning process, staff will analyze the community's feedback and integrate it with staff's input to start to develop a strategic plan, inclusive of reviewing the Library's mission statement, identifying Library values and crafting initiatives. Staff will be bringing a draft of the Library's strategic plan to the board at its October 2014 regular meeting.

**Facilities Maintenance**

Donna Corbeil, Library Director and Dennis Dang, Library Finance Manager

On December 19, 2012, at a regular meeting of the Board of Library Trustees, Resolution No. 12-084 was adopted that included among the budget priorities for FY 2014 and FY 2015 to *“identify and prioritize strategic capital improvements, including infrastructure and Central Library repairs and improvements for possible actions.”*

**Background**

The Library’s physical plant consists of facilities located at five locations, the largest being the Central Library downtown, and four branch libraries: the North Branch Library at 1170 The Alameda, the South Branch Library at 1901 Russell Street, the West Branch Library at 1125 University Avenue, and the Claremont Branch Library at 2940 Benvenue Avenue.

The Art-Moderne style original wing of the Central Library completed in 1931 at the corner of Kittredge Street and Shattuck Avenue was designed by Berkeley architect James W. Plachek. In 1982 the building was placed into the National Register of Historic Landmarks. After a late 1990’s undertaking to develop a plan for enlarging and renovating the Central Library and the four branch libraries, the Central Library alone was renovated and expanded; reopening in 2002 with a new wing extending to Bancroft Way that houses back-office support services, a large public meeting room, and administrative offices.

The branch libraries have been entirely refreshed with funding support from the voter approved 2008 Measure FF general obligation bond measure. The North and Claremont branch libraries have been fully renovated and placed back into operation in 2012, April 7<sup>th</sup> and May 5<sup>th</sup> respectively. The North Branch renovation included an expanded footprint that features a basement level public meeting room and staff breakroom, while the Claremont Branch facility is characterized by large expanses of glass and is bathed in daylight. The South and West branch libraries, opened May 13, 2013 and December 14, 2013 respectively, feature all-new structures designed and built to address today’s public service standards with the flexibility to accommodate future service needs. All branch libraries include new state of the art building systems, LEED ratings, and the latest construction features designed to meet current seismic standards.

At the regular BOLT meeting of November 12, 2012 the Library presented a report titled *“Libraries Facilities Report”* representing an initial effort to present an estimation of the long term costs to repair or replace major infrastructure components and to align those expectations with the Library’s revenues and expenditures budgets, as well as with retained Library Tax Fund reserves. In this report, it was acknowledged that implicit in the set-aside of Library Tax Fund reserve funds is an understanding that major repair and replacement costs are planned for and set aside within this repository of restricted monies – currently, programmed at \$1,300,000 for fiscal year 2015 – such that any reserve fund set-asides are intended to service major infrastructure and capital improvement expenditures as well as one-time priority programs, minimize financial stress during periods of economic weakness, and provide for limited operational funding during emergencies such as natural disasters. The Library makes the distinction that frequently recurring facility expenses – e.g., janitorial and landscaping services, and building systems’ preventative maintenance charges, as well as low cost and frequently replaced items – are designated operational expenditures. These operational expenses are typically relatively stable and predictable from one time period to the next; whereas, reserve expenditures are characterized as more infrequent and variable.

**Next**

*Senior Building Maintenance Supervisor*

A key component in the updated FY 2015 Library Tax Fund budget adopted by the board on May 20, 2014 was the inclusion of one F/T position in Facilities Maintenance for a Senior Building Maintenance Supervisor. This position is intended to provide oversight and consolidated integration of the building management systems installed at each of the five Berkeley Public Library facilities; develop short and long-term maintenance plans for building, building systems and equipment preventative maintenance scheduling; direct work order assignments; as well as to manage contracts and budgets of maintenance service vendors.

The Library expects to be able to fill this position as of July 1, 2014. Among the initial tasks to be assigned to the Senior Supervisor will be to update the November 2012, "*Libraries Facilities Report*" by conducting a thorough assessment of facility needs through physical examination, review of available records and the solicitation of staff input, as well as to identify deferred maintenance items and to prioritize projects for completion. Additionally the Senior Supervisor will be charged with developing a communication system to manage and achieve fulfillment of routine maintenance requests and preventative maintenance services.

And, with the addition of the Senior Building Maintenance Supervisor and the current Central Library facility upgrade project, the Library is presented with an opportunity to capture as part of the upgrade project and address as a higher priority targeted for a shorter timeline for rectification deferred maintenance items at the Central Library, some of which date to the 2002 expansion and renovation.

Identified capital and significant projects have budget impacts; these will be included in proposed budgets presented to the board.

<b>Project</b>	<u>Enhance Central Library Teen Room and Public Spaces (Library Strategic Plan initiative)</u>
<b>Lead</b>	Suzanne Olawski
<b>Budget</b>	\$80,000
<b>Description</b>	The Library is re-examining the infrastructure needs and opportunities relevant to the service environment at the Central Library, inclusive of enhancement of the teen room which has been a long-standing goal identified in the Library's 2008-2014 Strategic Plan and is a FY14/15 board identified priority.

#### **Background Information**

At the May 19, 2013 regular Board of Library Trustees meeting, the Trustees adopted the FY 2014-2015 Biennial Budget by BOLT Resolution No. 13-035 inclusive of \$125,000 to identify and prioritize strategic capital improvements for projects including infrastructure and Central Library repairs and improvements for possible actions, a budget priority identified by BOLT Resolution No. 12-084. At the September 11, 2013 regular Board meeting, the Trustees authorized additional funding, per BOLT Resolution 13-056, for a total amount of \$175,000 in further support of Central Library infrastructure needs as identified in RFP 14-10812 Central Library Area Improvements.

At their February 12, 2014 meeting, the Board of Library Trustees by approval of Resolution No. 14-014 authorized the Director of Library Services to enter into a contract and any amendments with Noll & Tam Architects and Planners to provide a full range of programmatic, architectural and design services for the Central Library Area Improvements (Project) in an amount not to exceed \$80,000 for the projected period from February 13, 2014 through June 30, 2015.

#### **Current Situation**

The architectural design firm's scope of work includes the provision of full design services, including architectural, engineering, interior design, historic preservation and consulting services during the design phase of the Central Library teen room and public spaces project. Contracted design services are to encompass developing alternatives and innovative solutions to improve interior public spaces within the existing square footage and without substantial structural modification. The goal of the selected design is that it be a cost-effective solution meeting stakeholders' requirements, and be able to be phased in to allow for continuation of services while selected areas are under renovation.

Building upon the findings and recommendations in the 2009 Page + Moris report and the facility issues identified in RFP 14-10812, the design team has solicited input on the functionality of and aspirations for the Central Library's teen room and public spaces from Library staff, teens and the community as part the project's programmatic phase. A steering committee comprised of staff has been convened to provide project guidance to the design team. The design team hosted two community meetings and a series of five staff workshops to solicit input into the use of the Library's public spaces. At these meetings, the design firm presented preliminary floor-by-floor layout and improvement options of the Central Library's public interior spaces, inclusive of adjacencies considerations, collections placements, sightlines and service points while discussing recommendations for improvements to lighting and acoustics while being mindful of the building's historical elements.

To address the teen room aspect of the project, the design team employed the services of Dr. Anthony Bernier, an expert in the field of teen library services and spaces, to assist with the teen engagement process. Working with the consultant and design team, Library teen services staff convened a taskforce of thirteen local high school and Library student worker teens who participated in three focus groups, inclusive of a field trip to tour other teen library spaces. The teens who participated throughout the process received credit for school-required community service, a letter of recommendation for their college portfolios and a small stipend.

In support of communication efforts during this period, staff posted a project FAQ as well as public comments from the community meetings to the Library website's planning page (<http://www.berkeleypubliclibrary.org/about/planning/central-library-space-improvements>). Staff was kept abreast of project developments through special all-staff presentations, departmental team meetings and updates in the Library's weekly staff communique, *Library News*.

#### Future Actions

The design team will coalesce stakeholder input and feedback into a report, inclusive of teen room schemes and a menu of floor-by-floor improvement options, for the Library's consideration. Costs will be estimated for each option. The design team will present their findings to the Board of Library Trustees during a workshop scheduled as part of the board's July 2014 meeting. Per direction from the board, options for implementation in 2014 will be developed inclusive of design development and construction documents. Conversations with staff will be ongoing throughout the planning process.



### Intranet Upgrade

The lead staff person and team: Alicia/Jay, and I.t. staff for technical aspects and design / creation oversight.

Budget – Allocated \$30,000 in FY2015 for vendor to complete design work.

The Berkeley Public Library has had an operating staff intranet since 2005. It is the home of internal policies, calendars, meeting minutes, forms, staff resources (including schedules, contact numbers, internal manuals) and other information important to staff for their day-to-day work.

Library Communicate Plan final report to BOLT at regular meeting of July 10, 2013; recommendation made:

- Increase internal communication on programming, services, and policies so that all staff is well-informed on what the library has to offer and what these resources can mean to or how they may help residents, and so that staff is fully equipped to help ensure a safe and welcoming environment in the library for all users; develop and share key messages and implementation details to ensure staff support and build enthusiasm.
  - ✓ *Expand and improve Library intranet, make it more accessible and easily searchable with social media tools used to share information, questions, calendars and policy manuals.*

The Library has a leadership development program ( LDP) in place. These participants (staff members) have selected internal communication as an area they would like to work on in the coming year. While there are several aspects of internal communication in the final Library communications plan relevant to internal recommendations, the team has selected to help in the initial stages of information collection for the Intranet redesign.

Actions to date:

Beginning 4/13 all staff invited via Staff weekly internal electronic newsletter to take online survey related to the current site–

*BPL Intranet improvement...with your help*

*We need your feedback! We are long overdue for an Intranet redesign*

*n. We'd like to know a little about what you think of the current one...to help us begin to plan for a better future! Please take the survey below...but first....Go to the Intranet: <http://bplnet.ber>*

Next steps: LDP group will analyze survey findings, and will create a report to be submitted to the IT department.

The I.T. staff is in the process of identifying vendors that might be available to do the actual internal website redesign work once these recommendations are completed. We anticipate the redesign work will commence in the Fall.

## **Outreach/books-by-mail – Pilot Program**

Lead Staff – Jay Dickinson / Circulation Manager

Budget - \$32,000

The books-by-mail pilot program is a new service intended to better serve our homebound patrons, by delivering materials to their door, at no cost to them. This service will allow patrons to receive and return materials at a rate that best suits their patterns of use. Patrons who qualify for this program will fill out a questionnaire that will assist staff in selecting materials that they will like. Patrons will also be able to request specific titles.

Once items are selected, they will be placed in nylon mailing bag and mailed to the patron. The bag will include the following:

- The library materials circulating to the patron
- A paid postage label to return the items
- A laminated instruction sheet instructing the patron how to pack and seal the envelope, and ultimately how to return it to the library.

Similar programs at neighboring libraries are being researched to help in implementing this service. Once information has been gathered, several major aspects of the program will be developed.

- Requirements to join the program will be defined, and an application process will be designed.
- Loan rules and a new patron type will be programmed.
- Supplies for shipping will be identified.
- Any necessary arrangements with the U.S.P.S will be made.
- Staff procedures will be clarified and assigned. These include: Pulling books for mailing – packing, mailing, and receiving.
- Pilot users will be selected – most likely including one or more senior centers, and at least some private residences.
- After 6 months the program will be reviewed for possible expansion.

As of June 1, we are still in the information gathering stage. Supplies to implement the program will be ordered in June/July, and procedures and policies will be written in the meantime. It is likely that the program will launch in the month of August.

## **Central Library Staff Area Furniture Replacement Program**

Dennis Dang, Library Finance Manager

The Art-Moderne style original wing of the Central Library completed in 1931 at the corner of Kittredge Street and Shattuck Avenue was designed by Berkeley architect James W. Plachek. In 1982 the building was placed into the National Register of Historic Landmarks. After a late 1990's undertaking to develop a plan for enlarging and renovating the Central Library and the four branch libraries, the Central Library alone was renovated and expanded; reopening in 2002 with a new wing extending to Bancroft Way that houses back-office support services, a large public meeting room, and administrative offices.

### **Background**

The 2002 Central Library renovation and expansion project included as a featured component all new furnishing and staff work stations to promote comfort, productivity, and wellness and ergonomics.

Since the reopening of the Central Library the science regarding ergonomics in the work place has evolved and advanced such that recognized best practices for work environments and furnishings to better meet today's service needs are available in the marketplace. One example, the use of "standing desks" that facilitate flexible working positions for different body types including the ability to stand while working, a concept not under consideration in 2001/02. Ergonomic science has since demonstrated the ill effects of long-term sitting. In addition, today's work practices have come to recognize as the norm, that a more interactive environment of clustered desk configurations with lower and fewer paneling dividers foster staff cooperation and communication. Staffing assignments at the Central Library have evolved and adapted as assignments and workflow have changed, the existing fixed work spaces are inflexible and are not able to accommodate these recent changes.

As part of the Measure FF Branch Libraries Improvement Program, the four new branch libraries have reconfigured workrooms that incorporate these contemporary workplace furniture standards. Reports from branch staff continue to acclaim the greater comfort and less ergonomic strain and reduced fatigue experienced over that of traditional workstations.

### **Next**

Beginning around mid-fiscal year 2014 a few Central Library offices were piloted with upgraded new standing desks and related ergonomic furniture. To date, staff response has been enthusiastically positive. Expanding this effort to all staff workstations throughout the five floors of the Central Library will require a larger undertaking of resources and commitment. Projected activities prior to expansion of the pilot include assessing current needs, prioritizing work areas, and contracting with consultant services to assist with developing layout and detailed recommendations to meet staff and operational needs.

The FY15 non-personnel budget, approved by the board at the special meeting of May 20, 2014 included an increase to the furniture and equipment budget in the amount to \$62,000 for this effort; encompassing an increase to support ongoing staff furniture replacement at the Central Library up to a value of \$75,000 during FY 2015. With further rollout and funding this effort is expected to continue into FY 2016.





**INFORMATION CALENDAR**

June 11, 2014

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** JUNE 2014 MONTHLY REPORT FROM THE DIRECTOR OF LIBRARY SERVICES

**INTRODUCTION**

Every month the Director of Library Services gives the Board a report on Library activities and updates from the previous month.

**FISCAL IMPACT**

This report will have no fiscal impacts.

**LIBRARY DEVELOPMENT**

*All staff meeting held May 30<sup>th</sup>, Library opens at 11 a.m.*

A quarterly all-staff meeting was held at the Central library the morning of Friday, May 30<sup>th</sup>. Topics covered include a presentation on the April Branch Out celebration, an update on the library FY15 approved budget, the Central space planning efforts and various staff reports on operational matters. Refreshments were provided, sponsored by the Friends of the library.

**PROFESSIONAL ACTIVITIES**

*Conferences*

The California Library Association 2014 annual conference will be held at the Oakland City Center Marriott this November 7-9, 2014. Registration is scheduled to open June 2<sup>nd</sup>. Early bird registration ends August 15<sup>th</sup>. This should be a good one, focusing on the bay area and super convenient to attend for a few hours or every day. More information is on the CLA website: <http://conference.cla-net.org/2014/the-details/>.

**PROGRAMS, SERVICES AND COLLECTIONS**

*Volunteer Services*

Jenifer Shurson, Associate HR Analyst Reports:

We conducted our semi-annual raffle to celebrate BPL's volunteers and all of the wonderful support they provide to Library staff.

We drew 5 winners who were awarded various prizes including movie theatre tickets and certificates for local eateries like Berkeley's TOSS and Cheeseboard. As an alternative to the annual volunteer luncheon which had seen a steep decline in attendance Library Volunteer Services developed a new pilot rewards and recognition program for Library volunteers. We conduct 2 raffles annually where larger prizes are awarded and then provide supervisors with an inventory of items that they can distribute to personally acknowledge the contributions of the volunteers throughout the year. This inventory includes; Sees candy, complimentary coffee cards, and library accessories including "Love My Library" and "I Read Banned Books" pens/pins, bracelets and temporary tattoos sporting "READ" in multiple languages, and other BPL gear.

We have found this program successful in reaching more of our volunteers, more frequently and allowing supervisors to directly and personally recognize those individuals they work closely with.

### *Programs*

Summer Reading 2014 update (Attachment A).

April Branch Out celebration statistics are continuing to be analyzed based on usage during the month and responses to public comment forms.

Branch Survey Final Results:

512 Surveys (out of 5800 program attendees)

First Visit to BPL: 72 or 14%

First Visit to that location: 109 or 21%

First time at a Library Program: 155 or 30%

Visiting the library for the first time in 6 months or more: 9%

Funding for the Branch Out activities was provided by a generous donation of \$10,000 from the Friends of the library, Library gift funds and direct support from the Library Foundation (Attachment B).

### PERSONNEL

The Leadership Development Program (LDP) participants this year have elected to collaborate with members of the original communication task force to address many of the recommendations resulting from the original internal communications survey completed by staff in October/November 2012, as part of a communications audit. A list of recommendations and next steps is expected to be brought to Library Council, management team and general staff for feedback prior to a report to the board.

Communication Plan, presented to the board at meeting of July 10, 2013:

- Increase internal communication on programming, services, and policies so that all staff is well-informed on what the library has to offer and what these resources can mean to or how they may help residents, and so that staff is fully equipped to help ensure a safe and welcoming environment in the library for all users; develop and share key messages and implementation details to ensure staff support and build enthusiasm.

- ✓ *Expand and improve Library intranet, make it more accessible and easily searchable with social media tools used to share information, questions, calendars, forms and policy manuals.*
- ✓ *Staff person to be assigned to the task of supporting promotional activities, including sending out press releases, mailings, online event calendar postings, etc.*
- ✓ *Promote interdepartmental sharing, post division meeting and committee meeting notes and actions and possibly video/audio recordings of all-staff meetings on the staff Intranet; consider other modes of sharing information about activities in other Library divisions with all staff.*
- ✓ *Establish best practices internally related to: consistent unit meetings; dedicated time and location for part-time staff to check email; collection of staff feedback and dissemination of information on library initiatives to staff; effective interpersonal communication practices; effective meetings, etc.*
- ✓ *Internal staff newsletter is responsive to staff information needs and wants.*

*Additional items being explored include installation of an instant messaging software that would allow staff to communicate crucial information to supervisors and between service desks at all locations in the event of an emergency.*

#### BOND PROGRAM

##### *North Branch*

The library has asked ARG (Architectural Resources Group) the designer of the North Branch renovation project to assist with assessment of the “checking” in the historic wood trusses, this is cracking in the wood that is a naturally occurring process. Some repair will be required; the actual work will be completed over the next few months.

##### *Bond Budget Update*

Attached (Attachment C) is the 31MAY14 update for the Cost Control Report (CCR) for the Berkeley Public Library Branch Improvement Program. At \$24,729,990 of total program expenditures as of 31MAY14, 95.2% of the \$26,015,000 budgeted funding has been expended.

#### Attachments:

1. Summer reading 2015
2. Branch Out budget report
3. Bond cost control report





## Teen Summer Reading 2014

Teen Summer Read is in full swing! This year the Teen Summer Read has opened registration earlier than in the past to allow middle school and high school aged children to sign up during library class visits. Prizes include free popular books, Pegasus gift coupons, a guitar, a kindle fire and movie passes. Staff will use Constant Contact to encourage participants to continue to read during the summer, and will provide ongoing teen and middle school focused events throughout the summer.

Each branch location will have fun-focused event in the late afternoon to engage participants in building deeper relationships with peers and the library. At Central, we will host Hour of Code workshops in our Electronic Classroom throughout the summer. [Hour of Code](#) is a nationally recognized movement to get middle school and high school aged kids aware of and involved in computer science using web based modules teaching how to write apps, javascript and myriad tutorials for the beginner through advanced skill levels. It is designed to be engaging, provides short and direct (manageable within an hour) modules, has a great production value and includes celebrity participation which is just plain fun to watch. In addition, Central will host three writing workshops for teens with local authors.

### Events

- Games at the branches
- Writing Workshop at Central
- Hour of Code all summer long

### How it works

- Register [online](#) or in person at a library [location](#).
- Read or [listen](#) to any books you choose.
- Read in any language!
- Submit your written review—[online](#) or at any Berkeley Public Library.
- Enter 1 book review and receive a free book and a \$5 [Pegasus Books](#) coupon. Reviews count as entries into the Summer Reading Raffle. One review per manga series, please.
- Submit 10 or more reviews and be eligible for the grand prize drawing.
- The most interesting reviews will be posted on our website.
- Claim your prize in person by Saturday, 8/30/14.

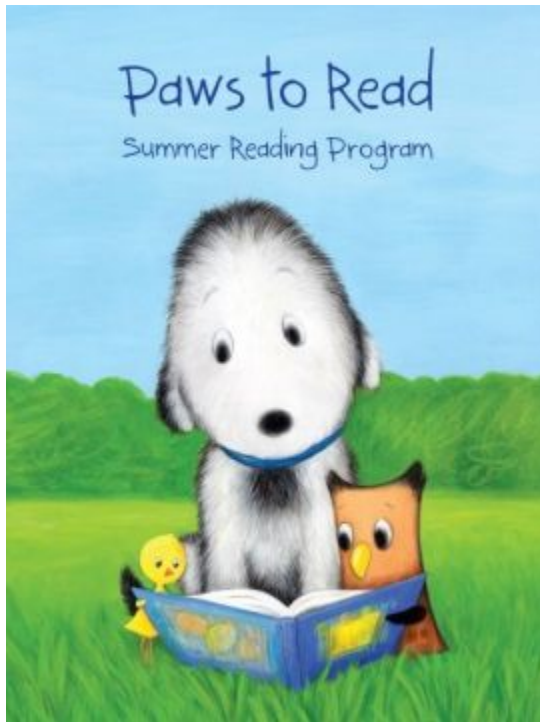
### Looking for something to read?

- [We recommend](#)
- [UC Berkeley summer list](#)
- [New York Public Library summer list](#)

### [Sync](#) - free audiobook downloads

## Children's Summer Reading Program 2014

Kids who read for fun read more and are stronger readers than those who don't. Studies show that young people who read during summer beat the "summer slide" (a decline in their reading ability over the long holiday, and a factor in the academic achievement gap) and studies indicate many summer readers see their reading skills improve. The Berkeley Public Library's Summer Reading Game, *Paws to Read*, combines books, library programs and prizes to encourage young people ages 0 to 13 to spend some of their summer reading.



### Play our Summer Reading Game, *Paws to Read*!

**Who:** Kids ages 0-13!

The game, which runs from June 13<sup>th</sup> to August 16<sup>th</sup> this year, asks young people to keep track of books or pages read, or time spent reading. Those who read 10 books, 1000 pages or 10 hours, and who visit the library three times, are considered "finishers" and get a coupon for a free scoop of ice cream and a choice of prizes including books, bookstore gift certificates, or bowling, ferry ride or museum passes. Where previously children could participate once they turned five, this year we are excited to open the program to all ages, including pre-readers. Parents and caregivers count books, pages or time reading with their young children, and finishers will have their choice of board books to take home. This supports adults reading to babies, toddlers and preschoolers, which is critical to literacy development. It also encourages young families to develop the library habit.

Our *Paws to Read* theme lends itself to a wide range of animal-centered programming, and this summer's events include a "Fur, Scales and Tails" hands-on animal experience, "Uncle Jer's Honeybees", and the rescue dog revue "Busy Bee Dogs". We will also be collecting donations of pet food and toys for the Berkeley Humane Society at all library locations for the duration of the game.

The Summer Reading Game would not be possible without the generous sponsorship of The Friends of the Berkeley Public Library. Other community sponsors include Fenton's Creamery, Bay Area Discovery Museum, Pegasus Books, Albany Bowl and the San Francisco Bay Ferry.

<http://www.berkeleypubliclibrary.org/kids/events-kids/summer-reading>



BERKELEY PUBLIC LIBRARY  
BRANCH OUT EXPENDITURES APR14

data as of: 2-Jun-14

\\LIBSTORAGE02\Admin\ADMIN\FINANCE\BUDGETS\FY14\EXP 14LB28\_2JUN14.xlsx]tbl

DepDiv	EleObj	Description	AJ	AP	Total
9101	30-38	Professional: Misc Prof Svcs	16		16
	40-50	Printing and Binding		9,293	9,293
	40-70	Advertising		950	950
Admin		9101	16	10,243	10,258
9201	30-38	Professional: Misc Prof Svcs		392	392
Circulation		9201		392	392
9202	30-38	Professional: Misc Prof Svcs		2,685	2,685
Childrens		9202		2,685	2,685
9203		Labor	986		986
	30-38	Professional: Misc Prof Svcs		1,830	1,830
	55-20	Field Supplies		55	55
	55-50	Food		19	19
Art+Music		9203	986	1,904	2,889
9204	30-38	Professional: Misc Prof Svcs		1,400	1,400
Reference		9204		1,400	1,400
9206	30-38	Professional: Misc Prof Svcs		800	800
	55-20	Field Supplies		496	496
Teens		9206		1,296	1,296
9302		Labor	498		498
	30-38	Professional: Misc Prof Svcs		515	515
	55-20	Field Supplies		233	233
	55-50	Food		3,093	3,093
	55-60	Library Materials		255	255
North		9302	498	4,096	4,594
9303		Labor	227		227
	30-38	Professional: Misc Prof Svcs		2,725	2,725
	55-50	Food		1,167	1,167
South		9303	227	3,892	4,119
9304	30-38	Professional: Misc Prof Svcs		825	825
	55-20	Field Supplies		78	78
	55-50	Food		961	961
West		9304		1,864	1,864
9305		Labor	470		470
	30-38	Professional: Misc Prof Svcs		2,250	2,250
	55-20	Field Supplies		129	129
	55-50	Food		78	78
Claremont		9305	470	2,456	2,926
Grand Total			2,196	30,227	32,423



Period Ending 31MAY14



## PROGRAM COST CONTROL REPORT

BERKELEY PUBLIC LIBRARY Branch Library Improvement Program		Revised Budget December 19, 2012	Previous Month's Committed Costs	Current Committed Costs	Expended to Date	Notes - Since 1JAN14
<b>NORTH BRANCH</b>						
	Hard Costs	\$ 4,578,065	\$ 4,578,065	\$ 4,578,065	\$ 4,572,252	
	Soft Costs	\$ 1,033,804	\$ 1,013,563	\$ 1,013,563	\$ 1,013,562	
	Project Contingency	\$ -	\$ 20,241	\$ 20,241	\$ -	
	<i>Branch Total</i>	\$ 5,611,869	\$ 5,611,869	\$ 5,611,869	\$ 5,585,815	
<b>SOUTH BRANCH / TOOL LENDING</b>						
	Hard Costs	\$ 5,044,500	\$ 5,032,500	\$ 5,032,500	\$ 4,813,503	
	Soft Costs	\$ 1,435,176	\$ 1,408,468	\$ 1,408,468	\$ 1,315,708	
	Project Contingency	\$ 49,844	\$ 88,552	\$ 88,552	\$ -	
	<i>Branch Total</i>	\$ 6,529,520	\$ 6,529,520	\$ 6,529,520	\$ 6,129,211	
<b>WEST BRANCH</b>						
	Hard Costs	\$ 5,883,500	\$ 6,053,000	\$ 6,053,000	\$ 5,790,907	
	Soft Costs	\$ 1,371,183	\$ 1,357,569	\$ 1,357,569	\$ 1,281,007	
	Project Contingency	\$ 259,772	\$ 103,886	\$ 103,886	\$ -	
	<i>Branch Total</i>	\$ 7,514,455	\$ 7,514,455	\$ 7,514,455	\$ 7,071,915	
<b>CLAREMONT BRANCH</b>						
	Hard Costs	\$ 3,080,755	\$ 3,080,330	\$ 3,080,330	\$ 3,074,823	
	Soft Costs	\$ 955,219	\$ 942,381	\$ 942,381	\$ 942,381	
	Project Contingency	\$ -	\$ 13,263	\$ 13,263	\$ -	
	<i>Branch Total</i>	\$ 4,035,974	\$ 4,035,974	\$ 4,035,974	\$ 4,017,204	
<b>TOTAL SITE COSTS</b>		\$ 23,691,818	\$ 23,691,819	\$ 23,691,819	\$ 22,804,144	
<b>GENERAL PROGRAM SOFT COSTS</b>						
	Programming Consultant	\$ 60,000	\$ 60,000	\$ 60,000	\$ 58,794	
	IT Consultant	\$ 125,000	\$ 127,660	\$ 127,660	\$ 123,274	2
	Bond Consultant	\$ 100,000	\$ 100,000	\$ 100,000	\$ 89,918	
	City Consultant	\$ 200,000	\$ 200,000	\$ 200,000	\$ 167,827	2
	Construction Management	\$ 996,990	\$ 1,428,975	\$ 1,428,975	\$ 1,428,975	1, 2
	Accessibility Consultant	\$ 1,000	\$ 250	\$ 250	\$ 250	
	Legal Fees	\$ 100,000	\$ -	\$ -	\$ -	
	Bond Fees	\$ 95,000	\$ 37,825	\$ 39,825	\$ 39,825	2
	Public Relations	\$ 30,000	\$ 30,000	\$ 30,000	\$ 19,759	2
	Tool Library Rental / Moving	\$ 50,000	\$ 50,000	\$ 50,000	\$ 37,050	
	Contract Authorized Contingencies	\$ 108,962	\$ 1,977	\$ 1,977	\$ -	
	Bookmobile	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL GENERAL PROGRAM COSTS</b>		\$ 1,866,952	\$ 2,036,687	\$ 2,038,687	\$ 1,965,671	
<b>TOTAL PROGRAM &amp; SITE COSTS</b>		\$ 25,558,770	\$ 25,728,505	\$ 25,730,505	\$ 24,769,815	
<b>PROGRAM CONTINGENCY</b>		\$ 456,230	\$ 286,495	\$ 284,495	\$ -	
<b>TOTAL PROGRAM BUDGET</b>		\$ 26,015,000	\$ 26,015,000	\$ 26,015,000	\$ 24,769,815	*

\* Total less Bond Fees for comparison to BPL report -&gt;

\$ 24,729,990.16

## Notes - Since 01/01/14

- 1 Kitchell - Executed ASA #7 (as of 1/17/14)
- 2 Budget Line Item Commitment Revised to Reconcile Expenses to Date (BPL, 1/31/14; 3/31/14; 5/31/14)



## PROJECT COST CONTROL REPORT

North Branch Renovation and Expansion		* Revised Budget - December 19, 2012	Previous Month's Committed Costs	Current Committed Costs	Expended to Date	Notes - Since 1JAN14
<b>SITE HARD COSTS</b>						
<b>General Contractor</b>						
	Contract / Estimate	\$ 4,360,000	\$ 4,360,000	\$ 4,360,000	\$ 4,360,000	
	Approved Change Order Requests	\$ 148,765	\$ 148,765	\$ 148,765	\$ 148,765	
	Pending Change Order Requests	\$ -	\$ -	\$ -	\$ -	
	Change Order Contingency	\$ -	\$ -	\$ -	\$ -	
<b>Other Project Hard Costs</b>						
	Public Art	\$ 43,202	\$ 43,202	\$ 43,202	\$ 43,202	
	Miscellaneous Purchase Orders	\$ 13,850	\$ 13,550	\$ 13,550	\$ 9,850	
	- Berkeley Shade - Rotunda Film	\$ 350	\$ 350	\$ 350	\$ 350	
	- i-Sys - Door Re-Wiring	\$ 3,474	\$ 3,474	\$ 3,474	\$ 3,461	
	- Johnson Controls - Rain Detector	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	
	- Urbain Design - BFL Signage	\$ 5,150	\$ 5,450	\$ 5,450	\$ 3,350	
<b>TOTAL SITE HARD COSTS</b>		\$ 4,578,065	\$ 4,578,065	\$ 4,578,065	\$ 4,572,252	
<b>SITE SOFT COSTS</b>						
	Architectural and Engineering Fees	\$ 682,950	\$ 662,802	\$ 662,802	\$ 662,802	
	Executed ASAs	\$ 65,910	\$ 65,817	\$ 65,817	\$ 65,817	
	LEED Commissioning	\$ 31,236	\$ 31,236	\$ 31,236	\$ 31,236	
	LEED Fees	\$ 3,400	\$ 3,400	\$ 3,400	\$ 3,400	
	Special Inspections & Testing	\$ 13,586	\$ 13,586	\$ 13,586	\$ 13,586	
	Miscellaneous Consultants	\$ 7,613	\$ 7,613	\$ 7,613	\$ 7,613	
	City Fees (Planning Studies, etc.)	\$ 8,505	\$ 8,505	\$ 8,505	\$ 8,505	
	Building Permit	\$ 97,917	\$ 97,917	\$ 97,917	\$ 97,917	
	Inspections	\$ 12,565	\$ 12,565	\$ 12,565	\$ 12,565	
	Environmental Consultants & Studies (CEQA)	\$ 50	\$ 50	\$ 50	\$ 50	
	Utility Fees - PG&E	\$ 22,815	\$ 22,815	\$ 22,815	\$ 22,815	
	Utility Fees - AT&T	\$ 7,989	\$ 7,989	\$ 7,989	\$ 7,989	
	Utility Fees - EBMUD	\$ 17,463	\$ 17,463	\$ 17,463	\$ 17,463	
	Geotechnical Survey & Report	\$ 14,406	\$ 14,406	\$ 14,406	\$ 14,406	
	Survey Fees	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	
	Hazmat Monitoring/Testing Services	\$ 10,280	\$ 10,280	\$ 10,280	\$ 10,280	
	Temporary Storage Costs	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	
	Printing/Plan Reproduction	\$ 10,775	\$ 10,775	\$ 10,775	\$ 10,775	
	Bid Advertising	\$ -	\$ -	\$ -	\$ -	
	Moving Costs	\$ 12,145	\$ 12,145	\$ 12,145	\$ 12,145	
	Contract Authorized Contingencies	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL SITE SOFT COSTS</b>		\$ 1,033,804	\$ 1,013,563	\$ 1,013,563	\$ 1,013,562	
<b>TOTAL SITE COSTS</b>		\$ 5,611,869	\$ 5,591,628	\$ 5,591,628	\$ 5,585,815	
<b>PROJECT CONTINGENCY</b>		\$ -	\$ 20,241	\$ 20,241	\$ -	
<b>TOTAL SITE BUDGET</b>		\$ 5,611,869	\$ 5,611,869	\$ 5,611,869	\$ 5,585,815	

Notes - Since 01/01/14



Period Ending 31MAY14



## PROJECT COST CONTROL REPORT

South & Tool Lending Branch Renovation and Expansion		Revised Budget - December 19, 2012	Previous Month's Committed Costs	Current Committed Costs	Expended to Date	Notes - Since 1JAN14
<b>SITE HARD COSTS</b>						
<b>General Contractor</b>						
	Contract / Estimate	\$ 4,500,000	\$ 4,613,000	\$ 4,613,000	\$ 4,613,000	1
	Approved Change Order Requests	\$ -	\$ 160,844	\$ 160,844	\$ 160,844	1
	Pending Change Order Requests	\$ -			\$ -	
	Change Order Contingency	\$ 430,000	\$ 189,156	\$ 189,156	\$ -	
<b>Other Project Hard Costs</b>						
	Public Art	\$ 64,500	\$ 64,500	\$ 64,500	\$ 35,747	1
	Miscellaneous Purchase Orders	\$ 50,000	\$ 5,000	\$ 5,000	\$ 3,912	
<b>TOTAL SITE HARD COSTS</b>		<b>\$ 5,044,500</b>	<b>\$ 5,032,500</b>	<b>\$ 5,032,500</b>	<b>\$ 4,813,503</b>	
<b>SITE SOFT COSTS</b>						
	Architectural and Engineering Fees	\$ 785,000	\$ 785,000	\$ 785,000	\$ 774,179	1
	Executed ASAs	\$ -	\$ 94,033	\$ 94,033	\$ 93,071	
	LEED Commissioning	\$ 31,156	\$ 31,236	\$ 31,236	\$ 31,236	1
	LEED Fees	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	
	Special Inspections & Testing	\$ 30,000	\$ 8,354	\$ 8,354	\$ 8,354	
	Miscellaneous Consultants	\$ 15,000	\$ 10,000	\$ 10,000	\$ 1,795	
	City Fees (Planning Studies, etc.)	\$ 20,000	\$ 26,952	\$ 26,952	\$ 26,952	
	Building Permit	\$ 150,000	\$ 136,544	\$ 136,544	\$ 136,529	
	Inspections	\$ 75,000	\$ 75,000	\$ 75,000	\$ 29,715	
	Environmental Consultants & Studies (CEQA)	\$ 50,000	\$ 45,758	\$ 45,758	\$ 45,758	
	Utility Fees - PG&E	\$ 37,500	\$ 19,115	\$ 19,115	\$ 19,115	
	Utility Fees - AT&T	\$ 12,500	\$ -	\$ -	\$ -	
	Utility Fees - EBMUD	\$ 10,000	\$ 96,430	\$ 96,430	\$ 96,430	
	Geotechnical Survey & Report	\$ 15,000	\$ 14,578	\$ 14,578	\$ 14,578	
	Survey Fees	\$ 10,000	\$ 6,200	\$ 6,200	\$ 6,200	
	Hazmat Monitoring/Testing Services	\$ 35,000	\$ 11,767	\$ 11,767	\$ 11,767	
	Temporary Storage Costs	\$ 37,500	\$ 4,500	\$ 4,500	\$ 4,500	
	Printing/Plan Reproduction	\$ 20,000	\$ 15,000	\$ 15,000	\$ 6,997	1
	Bid Advertising	\$ 1,500	\$ -	\$ -	\$ -	
	Moving Costs	\$ 16,520	\$ 8,534	\$ 8,534	\$ 8,534	
	Contract Authorized Contingencies	\$ 78,500	\$ 14,467	\$ 14,467	\$ -	
<b>TOTAL SITE SOFT COSTS</b>		<b>\$ 1,435,176</b>	<b>\$ 1,408,468</b>	<b>\$ 1,408,468</b>	<b>\$ 1,315,708</b>	
<b>TOTAL SITE COSTS</b>		<b>\$ 6,479,676</b>	<b>\$ 6,440,968</b>	<b>\$ 6,440,968</b>	<b>\$ 6,129,211</b>	
<b>PROJECT CONTINGENCY</b>		<b>\$ 49,844</b>	<b>\$ 88,552</b>	<b>\$ 88,552</b>	<b>\$ -</b>	
<b>TOTAL SITE BUDGET</b>		<b>\$ 6,529,520</b>	<b>\$ 6,529,520</b>	<b>\$ 6,529,520</b>	<b>\$ 6,129,211</b>	

## Notes - Since 04/01/14

1 Budget Line Item Commitment Revised to Reconcile Expenses to Date (BPL, 1/31/14; 3/31/14; 4/30/14; 5/31/14)



## PROJECT COST CONTROL REPORT

West Branch Renovation and Expansion		Revised Budget - December 19, 2012	Previous Month's Committed Costs	Current Committed Costs	Expended to Date	Notes - Since 1JAN14
<b>SITE HARD COSTS</b>						
<b>General Contractor</b>						
	Contract / Estimate	\$ 5,265,000	\$ 5,495,000	\$ 5,495,000	\$ 5,490,168	1
	Approved Change Order Requests	\$ -	\$ 236,954	\$ 236,954	\$ 236,954	1
	Pending Change Order Requests	\$ -	\$ -	\$ -	\$ -	
	Change Order Contingency	\$ 490,000	\$ 253,046	\$ 253,046	\$ -	
<b>Other Project Hard Costs</b>						
	Public Art	\$ 73,500	\$ 53,000	\$ 53,000	\$ 53,555	1
	Miscellaneous Purchase Orders	\$ 55,000	\$ 15,000	\$ 15,000	\$ 10,230	1
<b>TOTAL SITE HARD COSTS</b>		\$ 5,883,500	\$ 6,053,000	\$ 6,053,000	\$ 5,790,907	
<b>SITE SOFT COSTS</b>						
	Architectural and Engineering Fees	\$ 716,540	\$ 716,540	\$ 716,540	\$ 690,816	
	Executed ASAs	\$ -	\$ 71,654	\$ 71,654	\$ 66,093	
	LEED Fees	\$ 5,000	\$ 5,000	\$ 5,000	\$ 2,900	1
	Special Inspections & Testing	\$ 35,000	\$ 12,148	\$ 12,148	\$ 12,148	
	Miscellaneous Consultants	\$ 15,000	\$ 5,000	\$ 5,000	\$ 7,500	1
	Administration Costs	\$ -	\$ -	\$ -	\$ -	
	City Fees (Planning Studies, etc.)	\$ 20,000	\$ 39,933	\$ 39,933	\$ 39,933	
	Building Permit	\$ 158,478	\$ 130,637	\$ 130,637	\$ 130,605	
	Inspections	\$ 100,000	\$ 60,000	\$ 60,000	\$ 38,470	1
	Environmental Consultants & Studies (CEQA)	\$ 50,000	\$ 64,521	\$ 64,521	\$ 64,521	
	Utility Fees - PG&E	\$ 37,500	\$ 64,602	\$ 64,602	\$ 64,602	
	Utility Fees - AT&T	\$ 12,500	\$ -	\$ -	\$ -	
	Utility Fees - EBMUD	\$ 10,000	\$ 113,915	\$ 113,915	\$ 113,915	
	Geotechnical Survey & Report	\$ 10,000	\$ 15,000	\$ 15,000	\$ 8,699	
	Survey Fees	\$ 4,000	\$ 3,028	\$ 3,028	\$ 3,028	
	Hazmat Monitoring/Testing Services	\$ 50,000	\$ 9,735	\$ 9,735	\$ 9,735	
	Temporary Storage Costs	\$ 37,500	\$ 8,250	\$ 8,250	\$ 8,250	
	Printing/Plan Reproduction	\$ 20,000	\$ 20,000	\$ 20,000	\$ 8,856	1
	Bid Advertising	\$ 1,500	\$ -	\$ -	\$ -	
	Moving Costs	\$ 16,520	\$ 17,606	\$ 17,606	\$ 10,936	1
	Contract Authorized Contingencies	\$ 71,645	\$ -	\$ -	\$ -	
<b>TOTAL SITE SOFT COSTS</b>		\$ 1,371,183	\$ 1,357,569	\$ 1,357,569	\$ 1,281,007	
<b>TOTAL SITE COSTS</b>		\$ 7,254,683	\$ 7,410,569	\$ 7,410,569	\$ 7,071,915	
<b>PROJECT CONTINGENCY</b>		\$ 259,772	\$ 103,886	\$ 103,886	\$ -	
<b>TOTAL SITE BUDGET</b>		\$ 7,514,455	\$ 7,514,455	\$ 7,514,455	\$ 7,071,915	

## Notes - Since 01/01/14

1 Budget Line Item Commitment Revised to Reconcile Expenses to Date (BPL, 1/31/14; 3/31/14; 4/30/14; 5/31/14)

Period Ending 31MAY14



## PROJECT COST CONTROL REPORT

Claremont Branch Renovation and Expansion		* Revised Budget - December 19, 2012	Previous Month's Committed Costs	Current Committed Costs	Expended to Date	Notes - Since 1JAN14
<b>SITE HARD COSTS</b>						
<b>General Contractor</b>						
	Contract / Estimate	\$ 2,970,000	\$ 2,970,000	\$ 2,970,000	\$ 2,970,000	
	Approved Change Order Requests	\$ 24,394	\$ 24,394	\$ 24,394	\$ 24,394	
	Pending Change Order Requests	\$ -	\$ -	\$ -	\$ -	
	Change Order Contingency	\$ -	\$ -	\$ -	\$ -	
<b>Other Project Hard Costs</b>						
	Public Art	\$ 34,570	\$ 34,570	\$ 34,570	\$ 34,570	
	Miscellaneous Purchase Orders	\$ 42,714	\$ 42,714	\$ 42,714	\$ 37,207	
	- Agnitsch Electric - Lighting Revisions	\$ 4,722	\$ 4,722	\$ 4,722	\$ 4,722	
	- Berkeley Shade - Additional Shades	\$ 4,355	\$ 3,930	\$ 3,930	\$ 3,930	
<b>TOTAL SITE HARD COSTS</b>		<b>\$ 3,080,755</b>	<b>\$ 3,080,330</b>	<b>\$ 3,080,330</b>	<b>\$ 3,074,823</b>	
<b>SITE SOFT COSTS</b>						
	Architectural and Engineering Fees	\$ 577,075	\$ 564,252	\$ 564,252	\$ 564,252	
	Executed ASAs	\$ 50,070	\$ 50,070	\$ 50,070	\$ 50,070	
	LEED Commissioning	\$ 30,156	\$ 30,156	\$ 30,156	\$ 30,156	
	LEED Fees	\$ 3,400	\$ 3,400	\$ 3,400	\$ 3,400	
	Special Inspections & Testing	\$ 16,548	\$ 16,548	\$ 16,548	\$ 16,548	
	Miscellaneous Consultants	\$ 396	\$ 396	\$ 396	\$ 396	
	City Fees (Planning Studies, etc.)	\$ 8,211	\$ 8,211	\$ 8,211	\$ 8,211	
	Building Permit	\$ 75,089	\$ 75,089	\$ 75,089	\$ 75,089	
	Inspections	\$ 20,840	\$ 20,840	\$ 20,840	\$ 20,840	
	Environmental Consultants & Studies (CEQA)	\$ 50	\$ 50	\$ 50	\$ 50	
	Utility Fees - PG&E	\$ 5,797	\$ 5,797	\$ 5,797	\$ 5,797	
	Utility Fees - AT&T	\$ 8,650	\$ 8,650	\$ 8,650	\$ 8,650	
	Utility Fees - EBMUD	\$ 107,953	\$ 107,938	\$ 107,938	\$ 107,938	
	Geotechnical Survey & Report	\$ -	\$ -	\$ -	\$ -	
	Survey Fees	\$ 10,190	\$ 10,190	\$ 10,190	\$ 10,190	
	Hazmat Monitoring/Testing Services	\$ 10,868	\$ 10,868	\$ 10,868	\$ 10,868	
	Temporary Storage Costs	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	
	Printing/Plan Reproduction	\$ 7,501	\$ 7,501	\$ 7,501	\$ 7,501	
	Bid Advertising	\$ -	\$ -	\$ -	\$ -	
	Moving Costs	\$ 16,426	\$ 16,426	\$ 16,426	\$ 16,426	
	Contract Authorized Contingencies	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL SITE SOFT COSTS</b>		<b>\$ 955,219</b>	<b>\$ 942,381</b>	<b>\$ 942,381</b>	<b>\$ 942,381</b>	
<b>TOTAL SITE COSTS</b>		<b>\$ 4,035,974</b>	<b>\$ 4,022,711</b>	<b>\$ 4,022,711</b>	<b>\$ 4,017,204</b>	
<b>PROJECT CONTINGENCY</b>		<b>\$ -</b>	<b>\$ 13,263</b>	<b>\$ 13,263</b>	<b>\$ -</b>	
<b>TOTAL SITE BUDGET</b>		<b>\$ 4,035,974</b>	<b>\$ 4,035,974</b>	<b>\$ 4,035,974</b>	<b>\$ 4,017,204</b>	

Notes - Since 01/01/14





**INFORMATION CALENDAR**

June 11, 2014

**TO:** Board of Library Trustees  
**FROM:** Dennis Dang, Administrative Services Manager  
**SUBJECT:** FY14 – 3<sup>rd</sup> QUARTER BUDGET REPORT

**INTRODUCTION**

Library Q3 fiscal year 2014 results by Fund are as follows:

Fund	Revenue		Expenditures (xcl Encmb)	
	Actual 9-mos	YoY	Actual 9-mos	YoY
Library Tax (301)	\$10,700,627	6.8%	\$11,005,558	7.0%
Transaction Based Reimb (302)	\$16,558	9.9%	\$38,812	24.3%
Grants (304)	\$46,882	-47.8%	\$25,458	34.7%
Public Library (305)				-100.0%
Gifts (306)	\$94,057	117.4%	\$115,681	116.5%
Foundation Branch FF&E (307)	\$400,000	-11.1%	\$524,065	799.4%
Measure FF (308)	\$2,311	-85.3%	\$3,073,021	-53.6%

**BACKGROUND**

FY 2014 is the first year of the two-year biennial budget cycle encompassing fiscal years 2014 and 2015. This cycle's biennial budget was adopted on May 20, 2014 by BOLT Resolution No.: R14-030. An adjustment to the budget occurred during the first quarter of FY 2014 as the first of the fiscal year's Annual Appropriations Ordinance actions were authorized by the board with the approval of BOLT Resolution No.: R13-056 on September 11, 2013. The Library did not request a follow-up with a second Annual Appropriations Ordinance action due to no substantial changes projected across all Fund groups.

**CURRENT SITUATION AND ITS EFFECTS**

***LIBRARY TAX FUND***

The Library Tax Fund includes revenue derived from the dedicated library tax, fines and fees, and miscellaneous revenue. At the end of the third quarter, revenues stood at \$10,700,627 representing an

increase of 6.8% YoY, of which \$2,183,135 was received in the quarter from the County for library tax collections. The net year-over change in revenue, amounting to \$677,237, was attributable to an incremental gain on library tax proceeds of \$684,497, while revenue from library fines and other miscellaneous was lower by \$7,260.

Library Tax Fund expenditures excluding encumbrances at \$11,005,558 were 7.0% above the prior year period yielding a variance of \$720,185 driven by \$163,978 incrementally in higher labor spending for staff wages and \$145,913 in PERS contributions. Major year-over non-labor costs increases were for library materials up \$190,595, the recently completed installation of the VoIP telephone system installation at \$59,082, as well as costs for library data systems' upgrade and maintenance, and replacement costs for staff desk-top computers and furniture at the Central Library.

#### *GIFTS FUND*

The Gifts Fund includes monies received through donations from the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library, the generosity of many individuals and organizations, and trusts such as the Alice Meyer Trust Fund, The Raymond Family Foundation, and the DuPree Family Foundation. At Q3, year-over revenue was up \$50,793 primarily due to the earlier receipt – fully received in the third quarter – of the Friends' FY 2014 award versus the staggering of payments last fiscal year.

Expenditures, net of encumbrances, at \$115,681 were 116.5% over the prior year primarily due to Childrens' programming at \$16,112 versus last year at \$9,316, Reference activities at \$9,169 versus \$1,419, and general programming at all four branches at \$6,967 versus last year at \$1,650 when only the North and Claremont branches were open. Printing expenses of \$7,748 for April's Branch Out events were incurred in the quarter for program event brochures and publicity posters and bookmarks. Spending on library materials was up \$29,658 during the quarter to \$44,865 primarily for Childrens materials with the funding support of the Alice Meyer Trust.

#### *ALL OTHER FUNDS*

All Other Funds is typically composed primarily of funding from California State Library administered programs such as the Public Library Fund (defunct), the California Library Literacy Services program, the Library Services and Technology Act, and the Direct Book Loan Transaction Based Reimbursements (TBR) program (defunct).

The sole revenue source into the TBR Fund (302) remains usage from public-use photocopying which at \$16,658 was up 10% from Q3 last fiscal year. Photo-copier revenues are included as part of this Funds' grouping to match with the associated expenditures which are in part supported by prior year's non-restricted State Library TBR receipts. The Grants Fund (304) accepted \$20,632 in the 3<sup>rd</sup> quarter which with \$10,000 received in the 1<sup>st</sup> quarter fulfilled the award commitment for the FY 2014 CLLS grant for adult literacy services. There were no grant revenues received in the 2<sup>nd</sup> quarter. In the 1<sup>st</sup> quarter the Library received \$15,000 from the Alameda County Waste Management authority for installation of Bay Friendly landscaping at the recently renovated Claremont Library Branch.

All Other Funds expenditures at \$64,270 was up 26.2% year-over, this incremental increase of \$13,334 was driven by public-use copier rental expense inclusive of copier equipment rental for the reopened South and West branch libraries, and grant spending for both a revitalized and fund-stabilized BerkeleyREADS program and the continuing development of a BALIS funded 2013 grant award for the design and installation of an electronic incident toolkit database.

*MEASURE FF FUNDS*

Two Fund accounts serve the Branch Libraries Improvement Program that was initiated by the passage of Measure FF in November 2008. The primary program Fund, the Measure FF Fund, services the actual design, engineering, and construction needs for each of the four branches and is the repository for the associated bond sale proceeds. The second Fund, the Foundation FF&E Fund, is a Berkeley Public Library Foundation funded account directed to support the furnishing, fixtures, and equipment needs of the finished branch facilities through a capital campaign fundraising effort. During the 1<sup>st</sup> quarter the Library received \$400,000 constituting the final payment in proceeds from the Foundation’s FF&E capital campaign fund. The Measure FF Fund received \$410 in 3<sup>rd</sup> quarter interest revenue bringing interest income through the fiscal year to \$2,311.

At the end of Q3, the Measure FF Fund expended \$3,073,021, and held \$583,352 in encumbrances. Year-over-year, FF Fund expenditures were down \$3.5M indicative of the winding down of the Branch Libraries Improvement Program. Major program expenditures are shown below.

Project Management costs at March 31, 2014:

CC Authorized	Contracted w/ASAs	Site	Project Manager	FY14 YTD-Q3	Expended to Date	Expended /CC Auth
\$1,523,580	\$1,521,603	All	Kitchell CEM	\$152,953	\$1,520,446	99.8%

Architectural design costs at March 31, 2014:

CC Authorized	Contracted w/ASAs	Site	Designer	FY14 YTD-Q3	Expended to Date	Expended /CC Auth
\$751,245	\$748,860	NB	ARG <i>*contract closed*</i>	\$0	\$728,619	96.9%
\$637,132	\$627,145	CB	GEPT <i>*contract closed*</i>	\$0	\$614,322	96.4%
\$893,500	\$879,033	SB	Field Paoli	\$10,694	\$866,167	96.9%
\$838,194	\$788,194	WB	Harley Ellis Devereaux	\$33,885	\$756,909	90.0%
\$3,120,071	\$3,043,232	Total	Architectural Design Services	\$44,579	\$2,966,017	95.1%

General Contractor construction costs at March 31, 2014:

CC Authorized	Contracted w/COs	Site	General Contractor (incl. escrow)	FY14 YTD-Q3	Expended to Date	Expended /CC Auth
\$4,760,000	\$4,508,765	NB	BHM <i>*contract closed*</i>	\$0	\$4,508,765	94.7%
\$3,300,000	\$2,994,394	CB	Fine Line <i>*contract closed*</i>	\$0	\$2,994,394	90.7%
\$4,963,000	\$4,773,844	SB	G&S <i>*contract closed*</i>	\$204,186	\$4,773,844	96.2%
\$5,985,000	\$5,534,190	WB	West Bay Builders	\$2,783,827	\$5,204,321	87.0%
\$19,008,000	\$17,811,193	Total	Construction Services	\$2,988,013	\$17,481,324	92.0%

Expenditures through the end of the quarter for the Foundation FF&E Fund totaled \$524,065 of which the bulk was directed to purchase furniture and equipment for West Branch.

**SUMMARY OF OPERATIONS EXPENSES**

Nine months into fiscal year 2014, actual expenses with encumbrances in the operating Funds (all funds excluding the two Branch Libraries Improvement Program Funds) ended at 68.9% of the revised budget versus the benchmark of 75.0%. Major contributors to this favorable variance include labor running 4.3 points under the benchmark, and the timing of major projects such as the purchase and installation of

automated materials handling equipment at the Central Library and kick-off of the Central Library Area Improvements program, as well as the timing of payment processing on library materials which typically lags due to vendor invoicing. The Library expects to close the fiscal year either at budget or somewhat favorable to budget.

Attachments:

1. Q3-FY 2014 Revenues by Fund
2. Q3-FY 2014 Expenditures by Fund



# Attachment 1

## Q3-FY 2014 REVENUES BY FUND

BERKELEY PUBLIC LIBRARY										data as of:
REVENUE MAR14										21-Apr-14
Berkeley Public Library										
Ele/Obj	Account Description	Lib Dscr 301	DL/ILL 302	Grants 304	Pub Lib 305	Gift 306	FF&E 307	Mse FF 308	Rfse Coll 820	Revenue FY14
01-01	Refund on Bills	2,000								2,000
05-01	Over and Shorts									
10-01	Collection by City								6,294	6,294
13-15	Library Tax	15,870,770								15,870,770
20-07	Library Svc&Constr Act			30,000						30,000
20-11	Library Fines	223,000								223,000
20-12	Link + Fines									
20-15	Lost Book Fines	30,000								30,000
20-21	Tool Lending Fines	20,000								20,000
23-12	BPL Foundation						400,000			400,000
23-13	Friends of BPL					82,004				82,004
30-01	Interest-Investment Pool							1,500		1,500
50-02	Inter-Library Book Loan									
50-03	Direct Book Loan									
61-01	Max Recycling and Composting			15,000						15,000
65-01	Meeting Room Fees	2,000								2,000
80-99	1-Time Grant /w Proj Code									
99-01	Appropriations Ord #1									
99-03	Donations									
99-99	Miscellaneous Revenue	8,500	20,000							28,500
<b>Adjusted</b>	<b>Berkeley Public Library</b>	<b>16,156,270</b>	<b>20,000</b>	<b>45,000</b>		<b>82,004</b>	<b>400,000</b>	<b>1,500</b>	<b>6,294</b>	<b>16,711,068</b>
01-01	Refund on Bills	7,500								7,500
05-01	Over and Shorts	176								176
10-01	Collection by City								6,742	6,742
13-15	Library Tax	10,532,598								10,532,598
20-07	Library Svc&Constr Act			31,882						31,882
20-11	Library Fines	127,665								127,665
20-12	Link + Fines	1,261								1,261
20-15	Lost Book Fines	17,735								17,735
20-21	Tool Lending Fines	6,288								6,288
23-12	BPL Foundation					500	400,000			400,500
23-13	Friends of BPL					92,004				92,004
30-01	Interest-Investment Pool					299		2,311		2,610
50-02	Inter-Library Book Loan									
50-03	Direct Book Loan									
61-01	Max Recycling and Composting			15,000						15,000
65-01	Meeting Room Fees									
80-99	1-Time Grant /w Proj Code									
99-01	Appropriations Ord #1	3,068,190	180,223	45,450	56,283	484,449	596,179	5,245,412		9,676,186
99-03	Donations					1,254				1,254
99-99	Miscellaneous Revenue	7,404	16,558							23,962
<b>Act+Upstd</b>	<b>Berkeley Public Library</b>	<b>13,768,817</b>	<b>196,781</b>	<b>92,332</b>	<b>56,283</b>	<b>578,506</b>	<b>996,179</b>	<b>5,247,723</b>	<b>6,742</b>	<b>20,943,363</b>

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BERKELEY PUBLIC LIBRARY : EXPENDITURES MAR FY14												9	75.0%
Berkeley Public Library + CoB		Actuals+Encumbrances										YTD MAR	
Elmnt-Object	Description	Bdgt ORG FY14	Bdgt REV FY14	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	FFE 307	Mse FF 308	Cap Imp 610	Actual FY14	% REV Spent
11-01	Monthly Rated Employees	7,277,854	7,277,854	5,024,973						8,005		5,032,978	69.2%
11-03	Hourly and Daily Rated Empl	299,890	299,890	163,903		13,362				22,175		199,440	66.5%
11-04	Monthly Rated - Part Benefitted	319,628	319,628	150,205								150,205	47.0%
11-51	Retro Pay No Pers & SRIP			131								131	
11-59	Reg Retro Gross Adjust.			2,325								2,325	
11-60	Excess Hours Pay		1,645	125,553				1,317				126,870	77.12.5%
12-12	General Summer Youth	11,296	11,296	1,400								1,400	12.4%
13-01	O/T-Monthly Rated Employee	6,771	6,771	18								18	0.3%
13-05	Holiday Pay	5,081	5,081										
<b>Prsnl Svcs-Salaries and Wages</b>		<b>7,920,520</b>	<b>7,922,165</b>	<b>5,468,508</b>		<b>13,362</b>		<b>1,317</b>		<b>30,180</b>		<b>5,513,367</b>	<b>69.6%</b>
20-11	Medical Insurance	1,203,727	1,203,727	766,357						1,130		767,487	63.8%
20-12	Dental Insurance	168,737	168,737	111,156						115		111,271	65.9%
20-13	Life Insurance	7,431	7,431	5,275				2		4		5,281	71.1%
20-21	Cash-in-Lieu	51,221	51,221	75,050				94				75,144	146.7%
20-31	Pers/Misc Other	2,265,079	2,265,079	1,594,671				365		2,451		1,597,487	70.5%
20-34	PARS (3.75%)	26,191	26,191	10,526		501		7				11,034	42.1%
20-36	SRIP	285,496	285,496	184,862				49		48		184,959	64.8%
20-40	Medicare Tax	104,920	104,920	75,982		186		21		438		76,627	73.0%
20-63	Retirement Med: Misc. Emp Medical Trusts	159,525	159,525	113,231				22		154		113,407	71.1%
20-71	Workers Comp: Workers Comp Charges	163,417	163,417	120,154		238		25		773		121,190	74.2%
20-82	Allowances: Shoes Allowance	1,012	1,012	1,012								1,012	100.0%
20-87	Terminal Payouts-Misc.Emp	133,947	133,947	97,551				20		146		97,717	73.0%
20-90	Other Employee Benefits	280,372	280,372	197,399				41		297		197,737	70.5%
20-91	Commuter Check	19,724	19,724	14,496				6		16		14,518	73.6%
27-20	Fringe Benefits (Budget)	21,393	21,393										
<b>Prsnl Svcs-Fringe Benefits</b>		<b>4,892,192</b>	<b>4,892,192</b>	<b>3,367,722</b>		<b>925</b>		<b>652</b>		<b>5,572</b>		<b>3,374,871</b>	<b>69.0%</b>
20-99	Salary Savings	(253,691)	(253,691)										
<b>Personal Services-Employee</b>		<b>12,559,021</b>	<b>12,560,666</b>	<b>8,836,230</b>		<b>14,287</b>		<b>1,969</b>		<b>35,752</b>		<b>8,888,238</b>	<b>70.8%</b>

**Attachment 2**  
**Q3-FY 2014 EXPENDITURES BY FUND (1 of 3)**

BERKELEY PUBLIC LIBRARY : EXPENDITURES MAR FY14												9	75.0%
Berkeley Public Library + CoB		Actuals+Encumbrances										YTD MAR	
Elmnt-Object	Description	Bdgt ORG FY14	Bdgt REV FY14	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	FFE 307	Mse FF 308	Cap Imp 610	Actual FY14	% REV Spent
30-35	Professional: Engrng & Architecural Svcs	75,000	237,884	66,765						147,989		214,754	90.3%
30-38	Professional: Misc Prof Svcs	1,220,600	1,145,161	417,302		937		39,616	48,000	222,983		728,838	63.6%
30-39	Hazardous Materials Handling	2,000	2,000	148								148	7.4%
30-42	Maint Svcs: Office Equip Maint Svcs	8,000	8,500	5,000								5,000	58.8%
30-43	Maint Svcs: Bldg & Structures Maint Svcs	159,400	230,692	176,875								176,875	76.7%
30-44	Maint Svcs: Field Equip Maint	86,950	101,277	23,023								23,023	22.7%
30-46	Maint Svcs: Computer Maintenance	5,000	5,000	2,516								2,516	50.3%
30-47	Maint Svcs: Software Maintenance	325,000	314,524	259,923					654			260,577	82.8%
30-51	Bank Credit Card Fees	4,500	4,500	2,691								2,691	59.8%
<b>Purchased Prof &amp; Tech Svcs</b>		<b>1,886,450</b>	<b>2,049,538</b>	<b>954,243</b>		<b>937</b>		<b>39,616</b>	<b>48,654</b>	<b>370,972</b>		<b>1,414,422</b>	<b>69.0%</b>
35-20	County/State/Fed Pymts.	5,000	5,000	1,433								1,433	28.7%
<b>Grants &amp; Gvrnmntl Payments</b>		<b>5,000</b>	<b>5,000</b>	<b>1,433</b>								<b>1,433</b>	<b>28.7%</b>
40-10	Professional Dues and Fee	47,250	49,250	23,142								23,142	47.0%
40-20	Insurance	575	575										
40-31	Communications: Telephones	137,200	210,142	148,258								148,258	70.6%
40-33	Communications: Cellular	14,550	14,550	4,260								4,260	29.3%
40-41	Utilities: Water	28,500	28,500	25,500								25,500	89.5%
40-42	Utilities: Gas/Electricity	295,000	294,110	219,381								219,381	74.6%
40-43	Utilities: Refuse	34,252	34,252	12,787								12,787	37.3%
40-50	Printing and Binding	29,600	47,075	10,221				7,976		7,669		25,866	54.9%
40-61	Travel: Commerical Travel	2,000	2,000	427				188				615	30.8%
40-62	Travel: Meals & Lodging	3,000	6,000	4,103				2,985				7,088	118.1%
40-63	Travel: Registration/Admin Fees	12,100	17,100	9,979				754				10,733	62.8%
40-64	Travel: Transportation	1,500	1,500	1,038								1,038	69.2%
40-70	Advertising	16,044	19,325	2,577				1,131	1,449	464		5,621	29.1%
40-80	Books and Publications	16,000	16,764	16,664								16,664	99.4%
40-90	Other	150,804	73,887					611				611	0.8%
<b>Other Purchased Services</b>		<b>788,375</b>	<b>815,030</b>	<b>478,337</b>				<b>13,645</b>	<b>1,449</b>	<b>8,133</b>		<b>501,564</b>	<b>61.5%</b>
50-10	Rental of Land/Buildings	500	1,520							3,750		3,750	246.7%
50-20	Rental of Equip/Vehicles	41,500	45,311		43,811							43,811	96.7%
50-30	Rental of Office Equipment & Furniture	10,000	11,150	7,291								7,291	65.4%
50-40	Rental of Software & Licenses	75	69										
<b>Rentals / Leases</b>		<b>52,075</b>	<b>58,050</b>	<b>7,291</b>	<b>43,811</b>					<b>3,750</b>		<b>54,852</b>	<b>94.5%</b>

**Attachment 2**  
**Q3-FY 2014 EXPENDITURES BY FUND (2 of 3)**

BERKELEY PUBLIC LIBRARY : EXPENDITURES MAR FY14												9	75.0%
Berkeley Public Library + CoB		Actuals+Encumbrances										YTD MAR	
Elmnt-Object	Description	Bdgt ORG FY14	Bdgt REV FY14	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	FFE 307	Mse FF 308	Cap Imp 610	Actual FY14	% REV Spent
51-10	Postage	22,000	22,118	9,100						117		9,217	41.7%
51-20	Messenger/Deliver	25,000	25,000		5,000							5,000	20.0%
<b>Mail Services</b>		<b>47,000</b>	<b>47,118</b>	<b>9,100</b>	<b>5,000</b>					<b>117</b>		<b>14,217</b>	<b>30.2%</b>
55-11	Office Supplies	30,000	34,349	20,757								20,757	60.4%
55-20	Field Supplies	176,925	195,611	115,036				15,905	3,316			134,257	68.6%
55-34	Equip & Veh Supp: Spare Replacement Parts	12,000	12,000										
55-50	Food	1,500	10,185					3,241				3,241	31.8%
55-60	Library Materials	1,202,000	1,287,662	810,296		234		45,865				856,395	66.5%
55-70	Misc.												
<b>Supplies</b>		<b>1,422,425</b>	<b>1,539,807</b>	<b>946,089</b>		<b>234</b>		<b>65,011</b>	<b>3,316</b>			<b>1,014,650</b>	<b>65.9%</b>
60-20	Outside Janitorial Svcs	200,000	203,182	200,000								200,000	98.4%
<b>Purchased Property Services</b>		<b>200,000</b>	<b>203,182</b>	<b>200,000</b>								<b>200,000</b>	<b>98.4%</b>
65-70	Building - Existing Construction	150,000	159,994	9,908								9,908	6.2%
65-75	Building - New Construction	2,334,420	4,646,829							3,237,289		3,237,289	69.7%
65-80	Other Infrastructure	7,350	7,350										
65-90	Machinery and Equipment		59,593	59,082								59,082	99.1%
<b>Infrastructure</b>		<b>2,491,770</b>	<b>4,873,766</b>	<b>68,990</b>						<b>3,237,289</b>		<b>3,306,279</b>	<b>67.8%</b>
70-41	Machinery and Equipment	580,036	487,312						156,203			156,203	32.1%
70-43	Furniture and Fixtures	506,000	260,154	15,111					174,181			189,292	72.8%
70-44	Computers & Printers	145,000	141,085	27,307					29,307			56,614	40.1%
70-47	Computer Softwares & Lic	25,000	35,000			10,000						10,000	28.6%
<b>Property</b>		<b>1,256,036</b>	<b>923,551</b>	<b>42,418</b>		<b>10,000</b>			<b>359,691</b>			<b>412,109</b>	<b>44.6%</b>
71-10	Small Equipment	20,500	20,204	3,472								3,472	17.2%
71-43	Mach & Equip: Furniture And Fixtures	332,425	181,233	58,175					92,594	360		151,129	83.4%
71-44	Mach & Equip: Computers And Printers	175,000	211,085	81,122					52,393			133,515	63.3%
71-47	Mach & Equip: Software & Licenses	20,000	13,375	6,392					1,858			8,250	61.7%
<b>Property Under Cap Limit</b>		<b>547,925</b>	<b>425,897</b>	<b>149,161</b>					<b>146,845</b>	<b>360</b>		<b>296,366</b>	<b>69.6%</b>
75-35	Mail Services	1,764	1,764	1,323								1,323	75.0%
75-50	City Vehicles/Fuel & Main	7,800	7,800	8,882								8,882	113.9%
75-60	City Parking Permits	500	500	500								500	100.0%
75-90	Internal City Training	500	500										
<b>Internal Services</b>		<b>10,564</b>	<b>10,564</b>	<b>10,705</b>								<b>10,705</b>	<b>101.3%</b>
99-01	Appropriations Ord #1		1,732,540										
99-11	Appropriations Ord #1 Offset Acct		(1,732,540)										
<b>Balance Sheet Accounts</b>													
<b>Other Expenses</b>		<b>8,707,620</b>	<b>10,951,503</b>	<b>2,867,767</b>	<b>48,811</b>	<b>11,171</b>		<b>118,272</b>	<b>559,955</b>	<b>3,620,621</b>		<b>7,226,597</b>	<b>66.0%</b>
<b>Berkeley Public Library + CoB</b>		<b>21,266,641</b>	<b>23,512,169</b>	<b>11,703,997</b>	<b>48,811</b>	<b>25,458</b>		<b>120,241</b>	<b>559,955</b>	<b>3,656,373</b>		<b>16,114,835</b>	<b>68.5%</b>

**Attachment 2**  
**Q3-FY 2014 EXPENDITURES BY FUND (3 of 3)**





**INFORMATION CALENDAR**

June 11, 2014

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of library Services

**SUBJECT:** REPORT ON FOUNDATION FUND (307)

**INTRODUCTION**

This report provides an update on the Berkeley Public Library Foundation Fund (307), Foundation donations to support Measure FF and other Library projects.

**CURRENT SITUATION AND ITS EFFECTS**

In December 2013, the final branch project was completed marked by the reopening for full public services of the West Branch Library.

*FF&E Expenses and Encumbrances:*

A total of \$15,145 remains encumbered as of May 31, 2014 (Attachment A). A portion of these funds are associated with contracts set to expire on June 30, 2014 with no additional purchases pending or expected. An example is the contract with the Swerve Company of California, this company has completed delivery and installation of contracted furniture purchases and the contract will be allowed to expire. Remaining open pending the final delivery of donor signage is the GNU Group contract, which is expected to be completed in FY 2015. Additionally, existing orders of furniture have yet to be fulfilled as office furniture for BerkeleyREADS at the West Branch Library has yet to be completed, and Claremont awaits the delivery of replacement tables for the children's area and the arrival of added public area chairs. Once contracts are expired and/or remaining furnishings received these checklist items will be closed. Should any new purchases be necessary, they will be notated with a project code to the branch level to facilitate expenditure tracking.

*Other:*

Concurrent to the expenditures directly related to the Measure FF projects are new initiatives approved by the Berkeley Public Library Foundation. For FY 2014/15 these include: Central Library improvement project Phase I: programming & conceptual design services at \$13,000; and Library mobile outreach book bike at \$7,000. As of May 31, 2014, the Central Library

improvement project has realized actual spending of \$2,266 in the Fund, and the mobile outreach program has paid costs of \$1,693.

#### BACKGROUND

Beginning in June 2010 the Berkeley Public Library Foundation began regular donations to the Library to fund expenditures related to Measure FF furniture, fixtures and equipment at all of the four branch locations. The last report dedicated to an overview of the Fund was delivered to the board at the September 12, 2012 regular meeting. Regular board consent items since that time have resulted in approval to accept these capital campaign sourced gifts from the Foundation for the intended purpose. The last such item was acceptance of \$200,000 by Resolution No.: R13-054 at the regular board meeting of September 11, 2013. Total gifts received to date designated as Measure FF are \$2,050,000. As of May 31, 2014 total expenditures equal \$1,646,321 (Attachment B).

Regular reporting on this fund is included in quarterly and annual fiscal reporting to the board. Included in the April 9, 2014, Biennial Budget Report (II Presentation, Item A) was an update on Fund 307, the Berkeley Public Library Foundation Fund, including recommendations for fiscal year 2015:

*The BPL Foundation Fund is a renaming of the previously titled Foundation FF&E Fund that was dedicated to the furnishment and equipment needs of the new branch facilities. Upon the conclusion of the branch furnishing program the Library requested that the Fund be renamed to indicate Foundation-only expenditures. The Library is requesting that funding already appropriated in the Base Budget be reduced by \$50,000 to a value of \$200,000, which would include \$13,000 earmarked in March 2014 for improvements to the Central Library Teen space. The Library will work in tandem with the Foundation on how these monies will be repurposed.*

At the May 20, 2014 special meeting of the board, the biennial budget report included a five-year analysis of the Foundation Fund (IV action, Item A, Attachment 9). This report contains no changes or actions that impact the Foundation Fund.

#### Attachments:

1. Foundation Fund (307) Encumbrances by Vendor (31May14)
2. Foundation Fund (307) Expenditures (31May14)



**FOUNDATION FUND (307)  
ENCUMBRANCES BY VENDOR (31MAY14)**

BERKELEY PUBLIC LIBRARY	
FOUNDATION FF&E FUND (307)	
ENCUMBRANCES BY VENDOR AT 31MAY14	
Vendor	Encmbrd
AFC INDUSTRIES INC	\$1,400
BURGEON GROUP LLC	22
CLEAR SOLUTIONS INC	226
GNU GROUP	698
HOGUE & ASSOCIATES	1,867
MG WEST COMPANY	2,114
ONE WORKPLACE	6,910
SWERVE CO OF CALIFORNIA	1,909
<b>Total</b>	<b>\$15,145</b>



**FOUNDATION FUND (307)  
EXPENDITURES (31MAY14)**

BERKELEY PUBLIC LIBRARY						as of:	31-May-14
FOUNDATION FF&E FUND (307)							
EXPENDITURES							
Project	Site	2011	2012	2013	2014	Total	
10LB24	North		\$147,882	\$9,604		\$157,486	
			121,290			121,290	
10LB24	North		269,172	9,604		278,776	
10LB25	South	255	1,805	330,596	16,585	349,240	
10LB26	West			10,042	469,448	479,490	
10LB27	Claremont		114,509	11,073	2,304	127,885	
			148,214			148,214	
10LB27	Claremont		262,723	11,073	2,304	276,099	
10LB28	Shared		152,994	200	54,164	207,358	
			55,358			55,358	
10LB28	Shared		208,352	200	54,164	262,716	
<b>Total</b>		<b>\$255</b>	<b>\$742,051</b>	<b>\$361,515</b>	<b>\$542,501</b>	<b>\$1,646,321</b>	